



JOB ADVERTISEMENT

Date of publication: Dec 4 th 2019	Deadline for applications: Dec 13 th 2019
POSITION: MEAL/IM Officer	LOCATION: Juba
Number of Positions Available: 01	Weekly hours: 40
Department: Program	Section: Program
Supervisor: MEAL Manager	

Job Purpose

Under the direct supervision of the MEAL Manager and in close collaboration with relevant programme staff, the Monitoring, Evaluation, Accountability & Learning/Information Management (MEAL/IM) Officer will be responsible to provide MEAL support across the programme sectors in the field location for the implementation of routine data collection, analysis & reporting, accountability, periodic evaluations, Surveys & Assessment in HI Programs in the field in collaboration with the MEAL Manager and the Area Manager in line with the Country MEAL strategy. He/she will also be responsible for carrying out Data and Information management needs analysis and designing suitable software's, applications, databases and digital tools for collecting, analyzing, reporting and storage of data and program information as well as knowledge management and training of MEAL and programme staff on the use.

At Humanity & Inclusion, we believe and are committed to the safeguarding and protection of children and vulnerable people in our work. Any candidate offered a job with HI will be vetted and obligated to know, sign and abide to the PSEA-H, Child protection, anti-fraud, bribery and corruption policies, code of conduct and staff regulation as an appendix to their contract of employment. The Community Rehabilitation Officer will have to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of the code of conduct'.

Detailed Responsibilities:

Monitoring and Reporting

- Work with the Area & Project Managers to develop a monthly data collection and verification Plan, ensuring that beneficiary groups are visited, and reports collected and sent to Juba by 15th of every month.
- Develop MEAL plans for each grant in the field location
- Review monthly field reports and provide feedback on data quality, completeness and trends performance analysis before it is sent from the field to Juba.
- Work with the relevant technical managers for data collection, QA/QC and ensure reports are consolidated and sent timely
- Consolidate the Project Management Box (PM-Box) templates from all project managers and share on the 15th of every month.
- Analyze and Submit Monthly Factsheet and Programme Performance Dashboard using PowerBI or relevant applications.
- Regular update of MEAL Database and Carry out data quality checks on the MEAL Database and
- Carry our programme quality and compliance checks in the field
- Supporting AM/PM on monthly data collection, ensuring data are verified before entry to relevant databases and that databases are up to date and accurate before exporting or sharing.
- Conduct regular supervision visits to each beneficiary groups and programme sites.
- Provide training on MEAL for relevant field staff and ensure standardized M&E tools are used in the field.
- Carry out data validation, data verification, data entry, data analysis and interpretation
- Carry out spot checks on programme related trainings conducted using training reports and attendance sheets.
- Target setting– Share the relevant indicators with the field team and Work with the PM to set and measure targets and monitor progress on the targets for each donor and in line

with the indicators and population figures.

- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.

Support the implementation of Accountability, Evaluations, Surveys and Assessment:

- Come up with field specific Assessment plans in consultation with the MEAL Co drawn from project proposals and Communicate to programme sectors on upcoming surveys and assessments
- Support the over-all process of Surveys and Assessment and research studies including data collection across all programme sectors, advising, supporting and helping practically as and where necessary including support to planning, logistics, participant selection, designing questions and selection and training of enumerators, data collection and documentation.
- Plan and carry out Post Distribution Monitoring (PDM), Market Assessments, Rapid Assessments, beneficiary Satisfaction surveys and other pre and post implementation assessment where and when required.
- Collation and reporting of lessons learnt and learning workshops in the field.
- Carry out team meetings in all field locations to fully feedback the results of the survey to DRC staff.
- Ensure good coordination with logistics and finance teams in the field on surveys, assessment and evaluation in the field.
- Tracking and updating AM/MEAL Co on progress of surveys recommendations
- Support the Accountability focal person in the conduct of Core humanitarian standards (CHS) trainings in the field
- Work with the Accountability focal person on the implementation of Feedback, Complaints and Response Mechanism (FCRM) in the field including distribution of Suggestion boxes, community logbooks and all types of CRM entry points, collection and collation of complaints, data input into CRM database and reporting to the CRM implementation team. Carry out regular analysis of Feedback and complaints and line manage the CRM desk.

Information Management:

- Carry out Data and Information management needs analysis and designing suitable software's, databases and digital tools for collecting, analyzing, reporting and storage of data and programme information
- Ensure the creation, functioning and maintenance of the project database
- Liaise with the IT department in design of relevant IM softwares, procurement, storage and maintenance of MEAL IT equipments and compliance with HI IT guidelines.
- Collaborate with the MEAL Manager to analyses the data collected in order to build the global strategy
- Guarantee the accuracy of information contained in Database
- Carry out data analysis of surveys and assessment using established softwares and digital tools and produce relevant information extracted from the database, such as statistical figures and basic data analysis
- Regular update of MEAL Database and PM Box and follow up with project managers and field MEAL officer to ensure update the MEAL Database
- Support the MEAL Manager in setting up file system (uploading files and documents in Onedrive/sharepoint and MEAL database), and ensure the system is well running throughout the year.
- Set up Lessons learnt, recommendations and assessment trackers and ensure regular update.
- Review monthly report and ensure database is up to date

A Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

Experience and technical competencies:

- Experience Software designs, Data Analysis (Advanced Excel, Power BI, Tableau) Design & Use of KoBo, ODK & Digital data gathering, Creation and Using Power BI, Tableau and VBA

- Experience Using Multiple Programming language for Customize Application for Data Management.in data management, statistical data analysis, monitoring and evaluation of emergency or resilience programmes in conflict or post conflict setting with NGO or UN Agency.

Education: (include certificates, licenses etc.)

- University Degree in Computer Applications

Languages: (indicate fluency level)

- Proficiency in English and Arabic
- Proficiency in any other local languages would be an advantage

Key stakeholders: (internal and external)

- MEAL Manager
- Area Manager
- MEAL Officers
- Technical Managers
- Project managers
- Operations Manager

HI's Core Values

- To demonstrate an ethical and professional practice
- Respect beneficiary confidentiality.
 - Respect and promote HI's Policies on Sexual Exploitation and Abuse and Child Protection and report to your line Under the direct supervision of the MEAL Manager and in close collaboration with relevant programme staff, the Monitoring, Evaluation, Accountability & Learning/Information Management (MEAL/IM) Officer will be responsible to provide MEAL support across the programme sectors in the field location for the implementation of routine data collection, analysis & reporting, accountability, periodic evaluations, Surveys & Assessment in HI Programs in the field in collaboration with the MEAL Manager and the Area Manager in line with the Country MEAL strategy. He/she will also be responsible for carrying out Data and Information management needs analysis and designing suitable software's, applications, databases and digital tools for collecting, analyzing, reporting and storage of data and program information as well as knowledge management and training of MEAL and programme staff on the use.manager any non-respect of HI's policies amongst the teams or partners.
- As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).
- The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

Note: This job description is not exhaustive and the staff member may be asked to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of HI, all staff are required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she

commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

- Qualified candidates are invited to submit their applications (CV and Cover letter- clearly state the address, contact information and position applied for) before 5:00 PM on Dec 13th 2019 through email or physically to:

HR/Admin Department,
Humanity & Inclusion
Plot No. 20A, Block BXV1, Hai Amarat, Havana Street,
South Sudan – Juba

Email to: recruitment@southsudan.hi.org.

Name of the position applied for must be written on the email subject or on the envelope.

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Federation HI will not be held responsible for the loss of such documents.

Due to the expected volume of applicants, only shortlisted candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

