



### External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in ten states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

**Position: MEAL Intern**  
**Location: Juba**  
**Grade & Level:**  
**Contract Type: Fixed Term**  
**Number of post: 1**

### **KEY RESPONSIBILITIES:**

- Contribute in timely and quality reporting on WASH activities
- Ensure high quality of qualitative and quantitative data by ensuring accurate data collection, data entry.
- Act as the administrative focal point for enumerators during data collection.
- Ensure a proper complaints mechanism is in place and that all project stakeholders are sensitised on how to use the complaints mechanism
- Collecting best practices, case studies which demonstrate qualitative and quantitative changes over the period.
- Ensure that project data collection and management methodologies used at field level are standardised, enabling the specific vulnerabilities of different target groups to be captured and analysed.
- Ensure timely reporting on monitoring activities in line with work plans and project timeline
- Appraising the project activities, progress reports and streamlining the partners' work and documentation.
- To work with the MEAL officer in Juba in collecting and entering MEAL information as per the agreed MEAL plan

Delivering any other responsibility assigned by the line manager.

## **SKILLS AND COMPETENCIES:**

### **Requirement**

- A relevant Diploma or degree in Economic, social science or any related discipline, with good understanding of WASH, Education, Peace Building and governance programme implementation and implementing MEAL activities for related activities
- Experience of working in emergency or development context projects with Monitoring, Evaluation, Accountability and Learning skills.
- Good knowledge in Monitoring, Evaluation, Accountability and Learning.
- Fluent written and spoken English and Arabic.
- Experience of working in a multicultural team.
- Excellent coordination skills.
- Strong commitment to gender equality and social justice.
- Excellent communication and interpersonal skills.
- Proven Knowledge of computerised systems; high degree of computer literacy and word processing and spreadsheet skills.
- Ability to work under pressure, ability to prioritize and commitment to meet deadlines.
- Experience in and the ability to train people.
- Commitment to the aims and objectives of Oxfam.
- Potential and flexibility of attitude to learn.

Good sense of humour

**Deadline for submission of applications is 15 February 2022. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.**

**NB: This position is open to only South Sudanese women.**

***Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks***

