



Job advert for MEAL Specialist for DCA South Sudan

Are you a visionary and passionate professional within the MEAL programme, and? Have you got solid experience in the humanitarian sector, that you can bring into the DCA Country Programme and ensure quality programming? Do you have experience in capacity strengthening of partners?

Then you might be our new MEAL Specialist in DCA South Sudan!

DanChurchAid (DCA) is an International Non-Governmental Organisation with headquarters in Copenhagen, Denmark. The organisation was founded in 1922, and have country offices in 19 countries across Africa, the Middle East, Ukraine, and Asia.

DCA has been active in South Sudan since 2007 and works within the three Global Goals of DCA – Save Lives, Build Resilient Communities, and Fight Extreme Inequalities. We work across Upper Nile, Jonglei, GPAA, Central Equatoria, and Eastern Equatoria States primarily through national partners.

The Role:

The DCA MEAL Programme Specialist will be responsible for ensuring quality programming for DCA South Sudan through implementation of the MEAL strategy.

The incumbent will work closely with other departments and units within DCA South Sudan programme as well as with partner agencies to ensure effective monitoring of programme activities according to approved work plans, ensure accountability measure and practices are in place, budgeting, and planning data collection and analysis, support with capacity building and participate in scheduled and ad hoc assessments and surveys. The position will directly report to the MEAL Manager but will be expected to closely with other units.

Specific duties and responsibilities

The duties include, but are not limited to the following:

- Map partners and CSO-s M&E capacity building needs.
- Train partner M&E staff on the identified gaps.
- Training of enumerators and partner staff on specific data collection activities e.g. external – and internal assessments.
- Undertake training preparations including identifying materials, venue, and other requirements such as tablets.
- Prepare capacity building tracking file for MEAL trainings for partners.
- Collect and report on capacity building data of the partners.
- Track beneficiary information data across different partners and projects.
- Carry out quantitative data analysis extracting data from Kobo database- cleaning and assessing the relevant data considering outliers and the errors in the data entry.
- Conduct data analysis on contractual and Global framework indicators. Creation of visual representation of the analysed data.
- Presentation of data in the reports including annual Education monitoring assessment, PDM assessment, Pre- and Post KAP EORE etc.
- Qualitative data presentation in narrative reports and success stories.
- Periodically report on project indicators according to the set reporting schedule



- Conduct regular monitoring of the projects through field visits, conducting FGD-s, KII-s and reflection workshops.
- Develop relevant MEAL tools to capture workshops- and trainings feedback.
- Gather, compile and report on regular complaints from partners.
- Work together with partners on data collection exercises in trainings and coordination.
- Work together with Third party monitoring teams facilitating feedback and coordination.
- Support and plan data collection for external evaluations.
- Participate in joint humanitarian monitoring, assessment, data collection and analysis missions.
- Oversee and support M&E assistant and enumerators in their routine work.
- Plan and prepare individual data collection budget for each monitoring activity.
- Prepare enumerators contracts, timesheet, and payments in coordination with M&E assistant.
- Provide technical support on complaints handling to partners.
- Provide regular feedback to each enumerator on their data collection activities.

Capacity Strengthening and Coordination

- Lead and nurture relevant task forces and groups to stimulate thematic and technical collaboration and coordinate capacities across the teams.
- Lead on the assessment and follow up with partners on the mainstreaming checklists and tools and provide targeted capacity building to partners based on assessments. Adjust and add to existing tools and training material as needed and according to DCA and international best practices.

The position will be reporting to the Programme Manager- EAT.

The position will work closely together with the programme team, the implementing partners, and Head of Programmes.

Required Competencies:

To be successful in this role the ideal candidate has:

- Bachelor's degree in development studies, Quantitative Economics, Statistics Social Sciences, Law, International Relations, from an accredited academic institution or preferable related field.
- Experience in MEAL related tasks including both quantitative-and qualitative data collection.
- Strong skills in Kobo toolbox and MS Excel
- Minimum of Five (5) years of relevant work experience with INGOs
- Very strong communication- and reporting skills (oral and written English).
- A team player with an open, compassionate, humorous disposition.
- Flexible, patient, and persistent personality.
- Candidate ready to embrace the four DanChurchAid values of compassion, proactive, responsible, and respectful.
- Experience in working with and capacity strengthening of local partners, including design and implementation of adult learning and Training of Trainer concepts, and adjustment and development of training material, tools and guidelines.
- Team player with excellent communication and strong participatory leadership skills



- Willingness to travel to remote areas in South Sudan and internationally when required.
- Ability to plan and coordinate several concurrent processes without losing the oversight.

What we can offer you:

The successful applicant will be offered a contract until December 2024 with the possibility of extension dependent on both funding and performance.

The position is for South Sudanese nationals. Women and minorities are strongly encouraged to apply.

Interested candidates should apply through: [MEAL Specialist for DCA South Sudan - Intranet DCA \(employ.com\)](#) OR Hand delivery to DCA Office opposite Nile fortune Hotel, TongPing, Juba Na Bari

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

Deadline for applications as described above are the 14th of May 2024.

For further information regarding DCA, please visit our website at: <https://www.danchurchaid.org/>

Only applications following the abovementioned procedures will be considered and only shortlisted candidates will be contacted.

