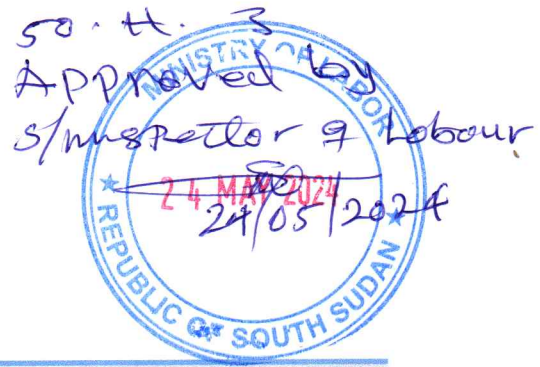




**Amani Orphans and Widows
Welfare Services Inc.**
Building Hopes, Recovery and Resilience



Amani Orphans and Widows Welfare Services Inc. (AOWWS-I)
Open Vacancy Announcement - Ref: AO&W/JO2/05/2024

Job title: MEAL Officer	
Work Location: Juba, with frequent travel to the field and deep field settings	
Department: Programs	
Start Date: ASAP	
Duration: 12 months	
Reports to: Programs Manager	
Role Dimensions: <ul style="list-style-type: none">• Internal: All Staff and all Project team, Finance, and Operations• External: States Level sections, Local and International NGOs and UN Agencies in the field location	
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
Organizational Background: <p>Amani Orphans and Widows Welfare Services Inc. (AOWWS-I) is a registered and incorporated, social development and non-profit national non-Governmental organization (NNGO), initially established in Australia in the year 2018 and incorporated by the Western Australia Associations Incorporation Act 2015 (Section 10) – IARN: A1024146G then registered by the Australian Charities and Not-for-profits Commission – ABN: 99821785872 and later on registered in South Sudan by the Relief and Rehabilitation Commission (RRC) under chapter 3, section 10 of NGOs Act 2016 in the year 2020.</p> <p>For over 5 years now, we have worked with local communities largely in the Greater Upper Nile, Equatoria and Bahr El Ghazal regions and with a range of stakeholders to ensure sustained food security and livelihood; this has been – and continues to be part of our integrated and holistic programme approach (i.e., addressing other critical challenges/gaps as GBV and people’s protection risks, mental health and psychosocial needs, human rights and access to a range of essential services such as Shelter, WASH, and health).</p> <p>In so doing, we continue to put women and other vulnerable groups at the center of our work and (in line with our Gender and Social Inclusion (GESI) Policy, for example, to make use of women, particularly widows, as both agents and direct beneficiaries of our resilience-building work. This we continue to do by designing - together with the affected communities – social-economic empowerment programmes that have positive impact on their lives, whilst being cognizant of the existential threat now posed by climate crises.</p>	
Job Summary:	

Head Office: Wadi Be’sor Compound, Jebel Lemon, before crossing Garang Akok bridge, Sherikat, Juba
Contacts: +211 (0) 918 555 566/+211 (0) 989 555 566 – Email: info@amani-ss.org
www.amani-ss.org





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The MEAL Officer will work as part of the multi-Program staff to support a culture and practice of reliable planning, monitoring, evaluation, accountability, Knowledge Management and reporting for Amani Inc fields and Juba office. This includes developing, updating and coordinating MEAL activities and events, capacity building of other Amani Inc field programs staff, network members and partners in MEAL, promoting MEAL knowledge transfer internally and externally.

MEAL Tool Development and Data Management

- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/ programme results at different levels (outputs, outcomes, and impact).
- Develop/adopt an integrated database of all projects/ programmes and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- Review existing data collection tools for the current programmes and projects.

Monitoring and Reporting

- Maintain and update the overall indicator results frameworks for the projects and programs.
- Develop Monitoring & Evaluation (M&E) plans for all projects and proposals and ensure the same is followed up during implementation.
- Ensure all grants have updated work-plan and performance management plan (PMP) in tandem with all approved proposals, regularly reviewing and updating as needed.
- Carry out regular data quality assessments/audits for MEAL data based on agreed indicators to guide decision making.
- Ensure that cross-cutting issues such as participation, gender, age and disability are effectively addressed/ mainstreamed in all project/programme implementations as part of ensuring accountability according (Sex, Age, Disability Disaggregated Data) framework.

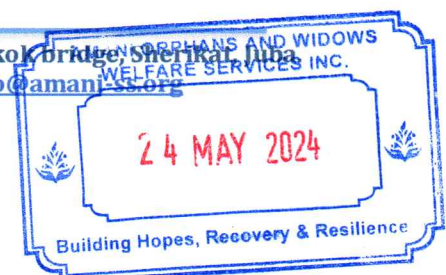
Assessments, Surveys, research and Evaluation

- Adhere to accountability requirements by initiating baseline surveys for new projects/programmes and conducting relevant evaluations for ongoing projects to meet Amani Inc standards.
- Lead and/or coordinate all assessments, evaluations, research, and performance evaluation tasks including planning and reporting on the same.
- Assist in the development of Terms of Reference (TOR) for external surveys and consultant recruitment and selection.
- Coordinate the review of all survey reports prepared to ensure quality and accurate reporting.

Learning, Accountability and Capacity Building

- Ensure Accountability and Gender standards are consistently adhered in programme delivery.
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected.
- Keep abreast of new approaches and tools on MEAL and provide training to field staff
- Enable staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports.

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Our Working Culture and Environment

We provide a flexible working environment that includes a combination of home and office working opportunities through Amani-SS hybrid working policy. This encourages our staff to have a healthy work-life balance and increases staff motivation, enriches employee wellbeing, and improves performance and productivity.

Diversity, Equality and Inclusion Statement

Amani Orphans and Widows Welfare Services Inc. is committed to equality of opportunity and creating an inclusive environment where diversity is valued. We are keen to reflect the diversity of our society at every level within our organization and therefore welcome applications from talented and committed people from all backgrounds, representing the diverse societies we operate in.

Safeguarding Statement

Amani Orphans and Widows Welfare Services Inc. is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in our safeguarding policy and code of conduct to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

PSEA Statement

Amani Orphans and Widows Welfare Services Inc. has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries and vulnerable adults. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during working hours and outside working hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Education and/or Work Experience Requirements:

- Bachelor degree in development studies, Mathematic, statistic, social sciences, or related field.
- Monitoring and evaluation methodologies used in conducting M&E functions for programmes
- Development of programme monitoring tools, evaluation data collection tools, and testing of tools.
- Conducting field work, data collection, data analysis, report writing and presentation of M&E reports
- Exposure or knowledge of writing evaluation reports for purposes of informing programme planners and implementers
- Exposure or understanding of data analysis and management software such as EXCEL spreadsheet, SPSS, STATA etc.
- Good understanding of databases and information management
- Methodical with high attention to detail

Application Information & Deadline for Submission:

Apply using a cover letter and an up-to-date CV in English as a single pdf document. Please also include details of your current remuneration and salary expectations and 3, references to recruitments@amani-ss.org indicate in the position and reference number subject line of your email: Hand delivery application can be delivered to the office address as mentioned below at the bottom of the advert letterhead.

This advert closes on 13th June 2024. Early applications are encouraged. Amani-Inc reserves the right to close this advert early should we receive suitable candidates ahead of the closing date.

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