



ZOA Dorcas South Sudan is an international NGO that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

MEAL Coordinator

Stationed in Juba, Central Equatoria State

Start Date: As soon as position

Duration: One year, with possibility of extension depending on performance and funding

JOB PURPOSE

- The responsibility of the MEAL Coordinator is to ensure that all MEAL-related aspects of the ZOA Dorcas South Sudan projects are in place and that MEAL and other project staff are organizing their monitoring and reporting on project output, outcome and impact indicators as defined in the MEAL framework. The MEAL Coordinator is responsible for the effective implementation of the beneficiary feedback and complaints mechanism. The MEAL Coordinator will support towards training of (local) partner staff in MEAL as well as feedback and complaints mechanism and compliance.

Key Result Areas

Programme Quality

- Responsible to give technical support to MEAL officers in designated areas and projects
- Supports the Manager Programme Quality (MPQ), Country Director (CD), Programme and Area Managers (PGMs/AMs) on the development and implementation of the MEAL strategy for ZOA Dorcas South Sudan, in line with the Country Strategy Plan for 2023-2025;
- Responsible for the quality and consistency, data management and beneficiary accountability in all programmes.
- Responsible for adherence to ZOA /Dorcac International policy and compliance with ZOA Dorcas, donor, national and international guidelines, policies and standards in the implementation of projects;
- Develops, implements and maintains monitoring, evaluation, accountability and learning (MEAL) tools and framework, including the use of standardized indicators
- In collaboration with the MEAL officer and project teams, develops and implements annual project monitoring calendar and project-specific monitoring calendars
- Supports MEAL officer in collecting timely and good quality data; reviews and ensures quality of reports submitted by the MEAL officers before it is shared with the MPQ

South Sudan

- Contributes to ZOA Manager/SharePoint training and follow-up of ZOA Manager/SharePoint training needs among project staff, especially around data management, storage and updating data
- Interacts regularly with other ZOA Dorcas MEAL officers and programme staff; gives programmatic/MEAL related feedback into planning for quality improvement of program and project activities.
- Supports the PGMs/AMs and PMs/PCs in the development of beneficiary accountability tools throughout projects and programme; liaises with HQ regarding the roll-out of accountability outputs
- Provides support for partner assessments and capacity building of local partners in relation to programme quality and MEAL e.g. through training
- Ensures that project design and implementation is gender-specific and inclusive.
- Responsible for leading and organizing baselines, mid-term evaluations, end lines, Post Distribution Monitoring as well as routine monitoring activities of projects, in collaboration with project MEAL officers – this may include overseeing the development/review of ToRs for programme evaluations conducted internally or externally. Provides feedback and recommendations for improvement of programmes for future activities.
- Presents the MEAL framework to new ZOA Dorcas South Sudan staff during their introduction
- Contributes to project proposal writing where required

Reporting/Digital Data Collection/Beneficiary feedback/project visibility

- Contributes to timely submission of project data, beneficiary feedback and information sharing on projects (Accountability to affected populations)
- In collaboration with the MEAL officer and project teams, contributes to and conducts follow-up of storage of programmatic supporting documents on SharePoint (e.g. protected beneficiary databases, distribution/attendance sheets).
- Develops visibility material (project sheets, flyers, leaflets) to be used for inception meetings, contact with communities, donors and partners
- Provides guidance around the proper use of ZOA Dorcas and donor logo's for visibility purposes and project information
- Collaborates with ZOA Dorcas staff and external partners and consultants on planning for joint (needs) assessments and evaluations
- Provides monthly, quarterly and annual reports with MEAL input
- Supports the effective roll out and implementation of ZOA Dorcas Feedback and Complaints Mechanism (FCM); ensures all projects have updated FCM data in the project-specific FCM Registers; produces monthly dashboards
- Discusses challenges related to monitoring, evaluation, accountability and learning within the program department team and for MT
- Any other duty assigned by the MPQ/line manager

Knowledge Management

- Contributes to the development of knowledge management at country level and contributing to organization wide knowledge management.
- Feed into the overall programme strategy, providing data and analysis as required for strategic purposes and new programme design, including proposal development.
- Facilitates training to ZOA DORCAS programme/project and partner staff

Authority

- The MEAL Coordinator technically supervises the MEAL officers;

Accountability



South Sudan

- The MEAL Coordinator is accountable to the Manager Programme Quality, or, in his/her absence, to the Country Director.

III Contacts

External contacts:

As directed by the Manager Programme Quality

Internal contacts

- ZOA Dorcas management and staff; especially MEAL officers
- ZOA-Dorcas worldwide Programme community, especially MEAL department
- The Meal Coordinator works closely with the MEAL dpt of the PD&S dpt of ZOA and Dorcas Aid International

IV Advises

- Advises and supports specific MEAL officers within project teams at field locations
- Advises and supports project teams, AM/PGMs and Advisors on MEAL-related aspects,

V Competencies - Knowledge

- University degree in statistics, Economic, MEAL, humanitarian, or other relevant field;
- At least three years field experience working in a managerial capacity with M&E activities with International NGOs;
- Good command of English (speaking, writing); Arabic is considered an asset;
- Expertise in data processing and analysis; experience with statistical software
- Experience designing applications/forms with ODK-based digital data collection software (e.g. ODK, Kobo, etc.)
- Advanced MS Office skills (specifically Excel)
- Training experience in MEAL design and implementation
- Research skills

Skills/Attitude

- Logical thinker;
- Strong formulation and writing skills;
- Training skills
- Customer-friendly attitude and Interpersonal sensitivity
- Result-oriented approach;
- Initiative;

VI Special requirements

- The position is based in Juba with up to 1/3 of time required for travel to ZOA Dorcas field locations within South Sudan

What we offer

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;





- ZOAC Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

How to apply

If you believe that your qualifications meets the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcas.ngo or hard copies of your application to ZOAC- Dorcas office in Juba. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

Closing date: 18th August 2023 at 5:00 PM

Only shortlisted candidates will be contacted.

Note:

This position is for South Sudanese Nationals ONLY.

All staff is required to sign and adhere to the ZOAC-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse). Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.

