

SO. H-2
Approved by
Inspector of Labour
26 FEB 2024



JOB ADVERTISEMENT

POSITION: Roving Monitoring, Evaluation, Accountability and Learning (MEAL) Officer (3 Positions)

LOCATION: Robkona and Mayendit

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Roving Monitoring, Evaluation, Accountability and Learning (MEAL) Officer** to be based in **Robkona and Mayendit**

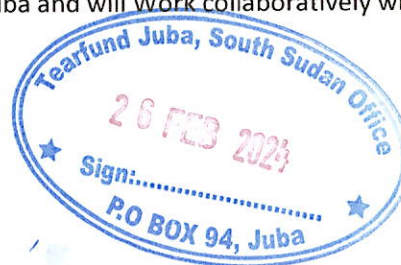
JOB OVERVIEW

The position of MEAL Officer entails a crucial responsibility of providing support and guidance on the development, tracking and execution of the WASH, Protection and Food Security, and Livelihood Project in conjunction with other partners. The role involves assisting the program teams in devising strategies, monitoring, assessments, and evaluation plans aligned with the project proposal and programming framework.

The incumbent will be accountable for ensuring that effective monitoring systems are in place to facilitate a prompt response to the context and agile adoption of best practices by Tearfund. Moreover, the incumbent will ensure adherence to Tearfund's Quality Standards and international standards, collaborating closely with all field staff and the Monitoring, Evaluation, Accountability, and Learning Manager situated in the Juba Country Office. The position requires extensive travel to field sites across the operational area.

POSITION IN THE ORGANIZATION

1. Reports to Programme Manager - for day-to-day activities in the operation area.
2. Matrix reporting to the MEAL Manager based in Juba and will Work collaboratively with other projects and support staff in the field.



3. Work with Tearfund staff and partners to monitor the quality and status of the implementation of integrated programme wide objectives articulated in the project proposal.

TEARFUND'S CHRISTIAN CULTURE

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model Godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

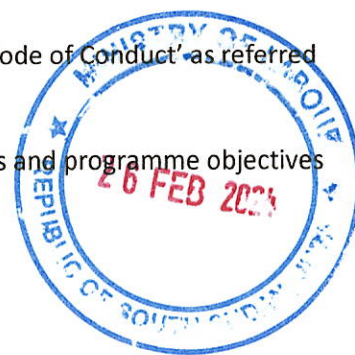
Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

KEY RESPONSIBILITIES

Design, Monitoring, and Evaluation

Strengthen Monitoring and Evaluation systems at the field level.

- Develop results matrices, targets, indicators and Weekly/ monthly tracking of results for each component of the programme.
- Strengthen Field Level M & E systems through the development and implementation of plans including, M&E plans, Performance Monitoring Plans, Logical Frameworks and tools.
- Support in data collection (Qualitative and Quantitative data) and analysis, reporting that align with the project portfolio.
- To support partners and programme teams to plan and undertake quality needs assessment, baseline, end line surveys and Evaluations (Internal/External).



- Guide the Consortium field level team in conducting, quarterly, bi-annual and annual programme review meetings, and documentation actions points.

Capacity Build Tearfund and partner staff

- To identify staff capacity gaps and provide relevant capacity building, advice and support.
- Train the Project staffs in all programme related MEAL identified gaps
- To provide technical support to Tearfund and partner staff on project design.

Undertake and support sustained monitoring

- To ensure Tearfund Quality Standards and Core Humanitarian Standards are applied where appropriate in programmes and projects.
- Provide technical support in documentations of learning lessons and reporting to Consortium Field team as well as the Tearfund South Sudan Programme team
- Responsible for documenting and production of best practices, lessons learnt and success stories.
- Support in compilation of Weekly, Monthly, Quarterly, and annual reports of internal (Quarterly and Annual reporting) and external purposes (donors and supporters facing communications materials and reporting).

Strengthen Accountability to the Affected Population.

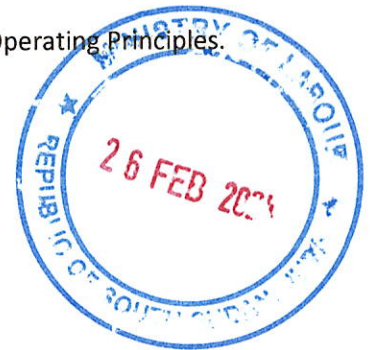
- Enforce and monitor the project’s plan for accountability to the affected population
- Document and support Project team to respond to the feedback from the affected population
- Use the feedback from the programme affected peoples to inform programming at field level.

CORPORATE POLICY AND COMPLIANCE

- Promote and adhere to Tearfund’s Purpose, Basis of Faith, Core Values and Operating Principles.
- Works within Tearfund’s requirements and policy.

EXTERNAL REPRESENTATION

- Attend relevant inter-agency coordination and cluster meetings as required.
- Represent Tearfund in external MEAL related forums where relevant.




Person specification

Job Title: **Roving Monitoring, Evaluation, Accountability and Learning (MEAL) Officer**

	ESSENTIAL	DESIRED
QUALIFICATIONS	<ul style="list-style-type: none"> ● Degree in Social Sciences, Sociology, Economics/statistics, or equivalent degree in a relevant field 	<ul style="list-style-type: none"> ● Master’s Degree, Postgraduate Diploma, M & E or Project Management will be added advantage
EXPERIENCE	<ul style="list-style-type: none"> ● NGO field experience in a similar position: programme support, development, or M&E. ● Proven experience in conducting needs assessment, baseline surveys, tabulating them, and data analysis ● Experience in Project Cycle Management (Including Theory of Change, log frame development and M&E). ● Delivering capacity building, support and advice to others 	<ul style="list-style-type: none"> ● Proven experience in Monitoring and evaluation in insecure and remote environments. ● Project implementation experience. ● Working to the Core Humanitarian Standards ● Working in insecure environments ● Experience using electronic data gathering tools (Poi mapper, Kobo etc.)



	<ul style="list-style-type: none"> ● Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. 	
SKILLS/ ABILITIES	<ul style="list-style-type: none"> ● Excellent English language, written and verbal communication skills ● Excellent organizational and administrative capacity ● Qualitative and Quantitative data collection and analysis skills; Data base ● Advanced Microsoft Word, Excel, PowerPoint ● Problem solving skills ● Ability to learn quickly 	<ul style="list-style-type: none"> ● Knowledge of GIS tools and approaches ● Knowledge and application of data analysis tools (e.g. SPSS, Epi Info, Nvivo statistical packages)
PERSONAL QUALITIES	<ul style="list-style-type: none"> ● Committed Christian with a personal relationship with God ● Committed to regular Christian fellowship with other Christians ● Emotionally & spiritually mature ● Team player ● Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding ● Understanding and sensitivity to cross cultural issues ● Flexible and adaptable to ever changing environments 	<ul style="list-style-type: none"> ● Patient & tolerant 
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> ● Regular travel across cluster countries is a requirement ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		

How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through <https://www.tearfund.org> the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **15th March 2024 at 5:00pm.**

NB:

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

