ACROSS AFRICA DEVELOPMENT ORGANIZATION (AADO)

Job Advertisement

|	
Job advert	Meal Manager
Number of Vacancy	01
Department	Program
Line Manager	Head Of Program
Opening Date	May 7, 2021
Closing Date	May 26, 2021
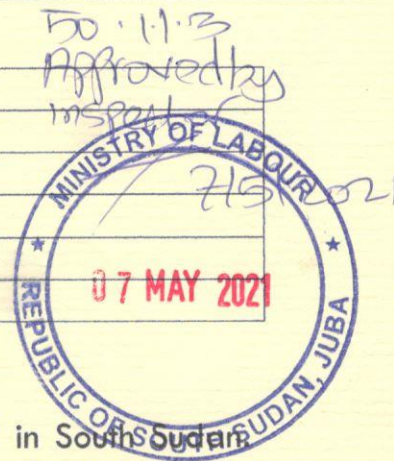
Back Ground

AADO is a woman-led indigenous NGO legally registered in South Sudan. AADO was established in 2018 by volunteer professionals in South Sudan as a private, voluntary, nonpolitical and nonsectarian organization. Our current operations are focused in Eastern, Central, Western Equatorial, Western Bahr El Ghazal, Jonglei and Upper Nile States. AADO is responsive, accountable, and committed to sanctity of life and dignified wellbeing for all. We are dedicated to saving lives and relieving suffering through capacity building, emergency response mechanisms and development programing.

Key responsibilities:

The MEAL Manager will be responsible for the overall management of the MEAL implementation of AADO Mission. S/he will have the overall responsibility of project MEAL activities and will support MEAL coordination to ensure project quality and information dissemination. S/he will lead the development of a full-fledged MEAL strategy in coordination with the Head of Programmes, Managers/Coordinators and donor's staff. S/he will develop tools for quantitative and qualitative data collection, oversee the initial stages of data collection, and supervise data validity and quality of analysis. S/he will build capacity of MEAL staff (Officer) and together with him, s/he will facilitate capacity building of all project staff on MEAL topics to ensure consistency and systematic data collection that can be compared throughout the projects.
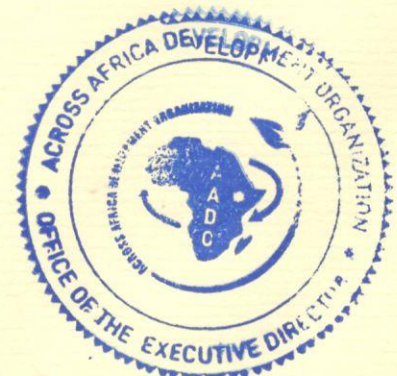
ACROSS AFRICA DEVELOPMENT ORGANIZATION (AADO)

- Oversee the design and implementation of project MEAL activities and tools.
- Develop the projects results framework and indicator tracking tables
- Oversee capacity development of all project staff to ensure consistency and systematic data collection that can be compared throughout each project
- Coordinate with AAD's partners and donors on a technical level to harmonize information reporting as needed by the donor.
- Promote a culture of "learning from mistakes" and "evidence-based adaptive programming" in the project team.
- Develop internal feedback channel between MEAL and project team to utilize data generated by MEAL/project team for decision-making and corrective measures.
- Network with external stakeholders to promote wider learning
- Review ToRs for studies and evaluations.
- Ensure quality of data of all projects as well as external evaluators by developing and implementing standard Data Quality Assurance (DQA) protocol.
- Ensure quality of all MEAL reports, including studies and evaluations.

Accountability, learning, dissemination and use of findings

- Support Program teams in planning for and implementation of Beneficiary Feedback Mechanisms (BFMs) providing opportunity for beneficiaries to receive information about AADO's commitments and standards, raise suggestions and recommendations for improvements, and understand protocols for action to be taken in response.
- Provide technical support in developing and managing Complaints Response Mechanism (CRM) tools to ensure accessibility by beneficiaries and stakeholders.
- Support Program teams in the identification and documentation of lessons learned and best practices.
- Facilitate dissemination of assessment and MEAL findings to stakeholders via preparation of learning/MEAL briefs, fact sheets, and presentations.

Capacity building

- Strengthen the staff ability to conduct integrated assessments through improving existing tools and ensuring mainstreaming of key issues, such as gender, protection, and environment.

ACROSS AFRICA DEVELOPMENT ORGANIZATION (AADO)

MEAL Manager will develop MEAL standards, procedures and strategic priorities for improvement of the MEAL system in line with AADO MEAL priorities. S/he will promote programmatic learning to improve the quality of programs at AADO. This role will focus on strengthening internal coordination and robust information management in the AADO country programs and building capacity of staff in MEAL to ensure technical quality, effectiveness and cost-efficiency of MEAL activities and processes. MEAL Manager will lead and supervise the MEAL unit, composed of one Officer.

Specific Duties

- Provide technical support in activity and results-based monitoring (surveys, FGDs, KIIs, etc.) in the field, including ensuring that MEAL unit, project teams and enumerators follow the instructions/agreed methodology.
- Support project teams in the interpretation of findings, formulation of recommendations and reporting.
- Support project teams in preparation for regular project review meetings, including regular update of ITT and reporting on indicators, and organization of dedicated MEAL meetings as needed.
- Planning, implementation, progress tracking and reporting.
- Provide technical support during project MEAL planning, including guidance on developing the Results Framework, Indicator Tracking Table (ITT), and methodologies and MEAL tools.
- Maintain an overview/calendar of planned MEAL related activities (baselines, mid-term, endline surveys, other data collection and research activities, and evaluations) to be undertaken in ongoing projects.
- Support consultants and research partners in conducting commissioned evaluations/activities (e.g. interpretation, conducting FGDs or interviews, etc.)
- Provide technical support in evaluations and other research activities, including engaging in ToR preparation, selection of consultants, review of evaluation design and data collection methodology, data quality assurance, data analysis, involvement of stakeholders and dissemination plan.
- Support Program Managers/Coordinators in setting up and maintaining the project database.
- Review project MEAL plan in coordination with Program team members and donors.

ACROSS AFRICA DEVELOPMENT ORGANIZATION (AADO)

- Support the staff capacity to develop good quality proposals and work efficiently with the Programme Quality Standard Checklist.
- Further ensure coherence regarding all aspects of the Project Cycle management, such as data gathering and analysis, program development, implementation and MEAL.
- Strengthen the mission in knowledge management, support team members attending cluster meetings to ensure the collection of relevant information, especially in regards to ongoing or recently completed assessments which are available in AADO priority sectors.
- In collaboration with Program Team, develop a database and system for the collection and analysis of secondary information.
- Assist in networking and partnership building efforts in order to create stronger a long-lasting strategic engagements.

Desired qualifications:

- Demonstrated technical skills in results-based monitoring, development of CRM (Complaint Response Mechanism) procedures, data quality assurance, capacity building of staff on M&E, as specified in the Duties and Responsibilities above
- 3 – 5 years of work experience in managing Monitoring, Evaluation, and Learning on development or humanitarian projects.
- Bachelor's degree in quantitative discipline (preferably in Social Science, Economics, or Statistics).
- Knowledge in use of data management and analysis software e.g. SPSS, Kobo, EpInfo, STATA or related software.

How to apply

If you are interested to Apply for this position, please submit your CV along with your Cover letter outlining how you meet this position. Submit your CV and copies of all relevant recommendation /document ONLY *ELECTRONIC APPLICATION IS ACCEPTED*
Please indicate the position you are applying for in the subject line i.e. "Application for the position of Meal Manager "to the above **E-Mail:** aadossd.hr.recruitment@gmail.com
Only Shortlisted candidates will be shortlisted for interview
NOTE: *Due to the urgency of this position we will be reviewing the application as they come interview may be done before the closing date.*
(This position only for South Sudanese Nation Only)