

Call for Applications YSAT/JUBA/CFA/2024/001

Job Title:	MEAL Officer
Duty Station:	Juba- South Sudan Country
Office:	
Grade:	Y3
Reports to:	Head of Program
Position Open Date:	19th / Jan /2024
Closing Date:	8th /Feb/2024
Expected Start Date:	As Soon As Possible
Contract Duration:	6 Months (possible extension)
Budget Responsibilities:	PQL Budgets



Youth Social Advocacy Team (**YSAT**) is a Youth-led Community Empowerment, Peacebuilding and Humanitarian Non-Governmental Organization registered in South Sudan as a National NGO with Relief and Rehabilitation Commission (RRC) Reg No. 2407.

YSAT was initiated in 2016 as an advocacy platform for raising voices of Displaced communities in Northern Uganda because of Occurrences of violent conflicts instigated by Hate and inter communal violence, Refugees limited access to Higher Education, Rights and Skills development services, limited participation of displaced communities in the Humanitarian Aid response – case of 2014 Influx of the South Sudanese Refugees in Northern Uganda,

YSAT Visions a Self-sustained and Violence-free Communities with a Mission to Promote Peaceful Communities by tackling barriers to education, hunger and root causes of violent conflicts for displaced communities.

Purpose of the position

Under the Overall Supervision of The Head Of Program and direct supervision from Project Manager, the MEAL Officer leads Monitoring, Evaluation, Accountability and Learning of the YSAT activities based on project implementation plan using standard monitoring and evaluation tools with support from the field Team.

Duties and Responsibilities.

- Monitor the field activities based on project implementation plan Using standard monitoring and evaluation tools.
- Assist in developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc.
- implementation status, and any emerging opportunities and threats to the project.
- Support the overall process of surveys and assessment including data collection advising, logistics, participant selection, and training of enumerators.
- Participate in the evaluations (external and internal), mid-term reviews and any other assessments by information sharing, coordinating in the area offices, and organizing training and data collection processes.
- Ensure that clear consent is asked from programmed participants in all MEAL activities and that data protection commitments are observed.
- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.



- Monthly data collection, data entry & data analysis based on project requirements with ensuring from data accuracy and reliability.
- Provide timely inputs for new initiatives and improvements on M&E issues to the management team.
- Participate in the project's quality, implementation, particularly through identifying weaknesses and strengths in YSAT M&E issues and report to the management team.
- Participate in the evaluation of the project's results and achievements.
- Actively collaborate with Database Entry Officer and provide inputs to develop databases on project activities and assist to updating regularly the database according to the project requirements
- Actively participate to project implementation & coordination meetings.
- Assist to developing technical concepts, guidelines, manuals, procedures, concept papers on M&E issues upon request of the management team.
- Provide inputs to project reports and publications upon request of the management team.
- Prepare weekly/monthly schedule of monitoring and evaluation related activities.
- Provide M&E verbal and written reports on a weekly basis to the management team
- Assist to maintaining a clear and transparent filing system
- Aim in continuously develop personal and organizational expertise on M&E issues (using training, distance study, experience sharing with partners, etc.)
- Support short-term M&E evaluators and experts as required.
- Support research and study activities on M&E related issues.
- Perform and other duty assigned to him by his immediate supervisor.



Desired Qualifications/Experiences

Required Qualifications

- Relevant bachelor's degree in economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- Minimum of 3 years of working experience and demonstrated practical skills in M&E of humanitarian or development-funded projects.
- Previous experience with Epi Info, SPSS, and Excel preferred, familiarity with basic computer packages essential.
- Previous experience supporting Peacebuilding, Gender, and Protection related programming is an added advantage.
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective measure of progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis.
- Strong interpersonal skills and ability to work effectively and independently within a multicultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be advantage.
- Enthusiastic, flexible, and with the ability to work long hours.

Personal Competencies:

- Knowledge and understanding of peacebuilding, gender and gender equality, leadership, and governance.
- Good coordination, communication, and community facilitation skills
- Influencing and negotiation skills, with a demonstrated capacity to balance and tenacity
- Very good command of written and spoken English
- Excellent computer literacy (MS Office with key focus on Excel, tally and QuickBooks is a **(Priority)**).





Preferred Skills

Excellent computer literacy (MS Office with key focus on Excel, tally and Word, PowerPoint);
Very good English written communications skills including the ability to prepare reports;
Good knowledge of Arabic, English or any other locally spoken languages is added advantages.
Team player and ability to multi-task;
Ability to meet deadlines and cope with pressing timelines;
Problem solving and basic counselling skills
Stress & Time management skills.

Work Relationship

Internal (within YSAT Office)	External (Outside Office)
<input type="checkbox"/> YSAT Project Teams	People we serve
<input type="checkbox"/> Head of Program	Our Partners
<input type="checkbox"/> Head of Departments	

APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office here via: admin@youthsat.org

Or

Drop **Hard copy applications** and CVs/Resume to YSAT-South Sudan Office in Juba,
Youth Social Advocacy Team
Plot NO.112. Juba Nabari street
Down from American Residence
Near Turkish Embbassy, In Tongping
Juba-South Sudan.

Deadline for receiving applications is Wednesday 8th Day of February 2024 at 5:00pm CAT

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background or political affiliation. This position is open to South Sudanese Citizens Only.

Qualified female candidates are STRONGLY encouraged to apply.

YSAT is committed to Zero Tolerance for Fraud & Sexual Exploitation and Abuse (SEA) while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Please note:

1. Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline**
3. Submitted copies of academic documents will NOT be returned to the applicant after review

Humanitarian Services are Free!!

