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| **JOB TITLE: MEAL Intern** |
| **DIVISION / DEPARTMENT / LOCATION:**  | **JOB FAMILY: Programme** |
| **SALARY:**  | **LEVEL:**  |
| **LOCATION**  | **Juba** |
| **OXFAM PURPOSE:** To work with others to find lasting solutions to poverty and suffering**TEAM PURPOSE:** To work with the Scale up Response team for improved Monitoring, Evaluation, Accountability and Learning (MEAL) in Juba**JOB PURPOSE:** The MEAL Assistant will be responsible for collecting Monitoring and Evaluation Information as per the agreed Monitoring and Evaluation Framework, collating and inputting all the information gathered according to the agreed mandatory fields for completion in the database. Data must be managed efficiently, with accuracy and in relation to the timing requirements in support of field team requirements for reporting. Prompt action will inform the MEAL Officer and teams of completed monthly data sets for final authorisation. The MEAL Intern therefore must ensure all data collected and entered is accurate and must ensure effective coordination and planning with field staff central to all resulting information flow, the post holder should understand their position in having access to and managing a large volume of confidential information. The integrity and professionalism of the post holder is therefore an essential and non-negotiable attribute required of this post.  |
| **REPORTING LINES:** **Post holder reports to: MEAL officer****Staff reporting to this post: None** |
| **BUDGET RESPONSIBILITY: None** |
| **DIMENSIONS:** * Work pattern is a mixture of proactive and project work.
* Required to make sound judgements regularly within agreed processes using a good understanding of the team and the abilities of the team.
* Communication largely with internal staff (including internationally) also with some external contacts/target audiences to support operational work.
* Communication with Oxfam’s scale up team in different locations.
* Assist the technical team for quality delivery of the programme, building accountability, documenting and learning
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| **KEY RESPONSIBILITIES:** * Contribute in timely and quality reporting on WASH activities
* Ensure high quality of qualitative and quantitative data by ensuring accurate data collection, data entry.
* Act as the administrative focal point for enumerators during data collection.
* Ensure a proper complaints mechanism is in place and that all project stakeholders are sensitised on how to use the complaints mechanism
* Collecting best practices, case studies which demonstrate qualitative and quantitative changes over the period.
* Ensure that project data collection and management methodologies used at field level are standardised, enabling the specific vulnerabilities of different target groups to be captured and analysed.
* Ensure timely reporting on monitoring activities in line with work plans and project timeline
* Appraising the project activities, progress reports and streamlining the partners’ work and documentation.
* To work with the MEAL officer in Juba in collecting and entering MEAL information as per the agreed MEAL plan
* Delivering any other responsibility assigned by the line manager.
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| **SKILLS AND COMPETENCE:** * A relevant Diploma or degree in Economic, social science or any related discipline, with good understanding of WASH, Education, Peace Building and governance programme implementation and implementing MEAL activities for related activities
* Experience of working in emergency or development context projects with Monitoring, Evaluation, Accountability and Learning skills.
* Good knowledge in Monitoring, Evaluation, Accountability and Learning.
* Fluent written and spoken English and Arabic.
* Experience of working in a multicultural team.
* Excellent coordination skills.
* Strong commitment to gender equality and social justice.
* Excellent communication and interpersonal skills.
* Proven Knowledge of computerised systems; high degree of computer literacy and word processing and spreadsheet skills.
* Ability to work under pressure, ability to prioritize and commitment to meet deadlines.
* Experience in and the ability to train people.
* Commitment to the aims and objectives of Oxfam.
* Potential and flexibility of attitude to learn.
* Good sense of humour
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| **Date of issue:** |