



CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	MEAL Manager
Department:	Program Development & Quality
Location:	Juba
Reports to:	Program Development & Quality Coordinator

Purpose of the job.

The Monitoring, Evaluation, Accountability and Learning (MEAL) Manager will be responsible for providing adequate support to the MEAL Department in South Sudan with the collation of existing data; tracking systems; data storage systems; including facilitating and contributing to program design processes, assisting program staff with MEAL-related aspects of development, and monitoring project implementation. The M&E Manager will also contribute to staff and partners’ capacity building efforts on monitoring, result measurement and dissemination of data. The position will review the MEAL reporting, documentation, implementation tracking, and capacity gaps within the monitoring unit of the Country Office (CO). The MEAL Manager will also bring significant experience and fresh ideas to lead on MEAL system development and implementation, review and evaluations, MEAL budgeting, recruitment support, as well as support to proposal writing and log frame development.

SPECIFIC RESPONSIBILITIES:

Job Responsibility #1: Programme Monitoring and Reporting

- Coordinate data collection, monitoring project activities in compliance with donor requirements and global monitoring plans ensuring that all project numbers are current and accurate.
- Responsible for ensuring that the organization delivers on all M&E requirements in a timely manner and with high quality information to support program reporting as per donor contractual requirements.
- Lead on monitoring and improving the synergy and integration of thematic programs to enhance delivery of outstanding results for targeted communities.
- Undertake field visits to monitor the implementation of activities as required.
- Lead and contribute to reporting mechanisms with project managers in the field offices.
- Responsible for compiling and submitting high quality project/program reports to both internal and external stakeholders.

Job Responsibility #2: Technical Support



- Provide MEAL technical assistance to program teams and provide technical inputs into the set-up, implementation, and close-out stages of program management, i.e., measurement methodologies, plans and tools, and data collection, quality assurance, management, and analysis.
- Provide technical support to the Quality and Program teams for the development of new log frames for the development of new project proposals.
- Lead and contribute to all programs department evaluation activities, assessments, program/project reviews and knowledge production for informed decision-making.
- Strengthen the existing MEAL strategy, tools and protocols and complaints and feedback system, ensuring they are institutionalized and used by MEAL teams.
- Facilitate the development of project-based M&E systems and processes, including establishment of monitoring of quality benchmarks for CARE South Sudan
- Develop a solid MEAL system for capturing outputs, outcomes, and impacts, whichever is possible, of the different interventions of the organization.
- Lead the collection of evidence from South Sudan projects: lessons learned, most significant changes, and best practices.

Job Responsibility #3: Staff Management and Capacity Development

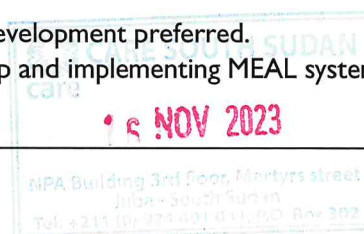
- Provide MEAL training to MEAL teams, PMs, and partners– with a focus on SMART indicators, qualitative and quantitative collection and analysis of data, accountability principles and good practice, and technical training and support on products requiring analysis conducted by MEAL teams – Post Distribution Monitoring surveys for example. All MEAL staff should be trained in KOBO and ODK.
- Define expectations, provide leadership and technical support as needed so that MEAL staff can perform their roles as required.
- Provide a measurable development plan including on-the-job learning with the aim of strengthening technical capacity and exchanging knowledge within the team.
- Manage the MEAL team to ensure that the MEAL system operates effectively with the support and resources required and that there are clear links and reporting lines between field and CO level.
- Support the MEAL team progress on specific projects, providing management oversight on progress and problem-solving in case of challenges.
- Manage the performance of direct reports in the MEAL unit through performance management, coaching, mentoring, training, and development.
- Participate in regular project management planning meetings and provide analytical feedback and support to inform technical decisions.
- Promote all aspects of MEAL to support the creation of an organizational culture which prioritizes quality programming.

Job Responsibility #4: Promote Learning for Strategic Development and Decision Making.

- Develop and disseminate knowledge in support of accountability and learning, including guidelines, tools, and case studies.
- Communicate top level learning / analysis reports and monitoring data to ensure that management can make informed decisions on a timely basis to scale up and face operational challenges.
- Promote knowledge management and collaborative learning processes, generating robust evidence for project and programmatic learning, that leads to action and decision-making.
- Standardize data flow processes, storage, and sharing of data and learning to serve as the basis of the organization's knowledge management.

REQUIRED QUALIFICATIONS:

- Bachelor's and or master's degree (preferred) in statistics, demographics, public policy, international development, economics, or related field.
- Advanced certificate in M&E, statistics, economics, or international development preferred.
- Demonstrated project management experience, particularly setting up and implementing MEAL systems.



- At least 5 years MEAL experience in a project or program preferably for a country office with a Humanitarian portfolio
- Excellent professional written and verbal skills in English
- Experience writing and/or reviewing MEAL sections of proposals for donor funding.
- Ability to multitask and deal with stressful situations.
- Analytical and problem-solving skills
- Excellent interpersonal skills, including team building, coordination, and networking at all levels.

OTHER REQUIREMENTS

- Experience in strategic planning and performance measurement, including indicator design, target setting, reporting, database management, and developing M&E and/performance monitoring plan.
- Experience in designing and administering data collection tools, conducting data entry, data cleaning, data processing and analysis.
- P Demonstrated experience in data analysis, data visualization as an additional asset.
- Proficient Excel user for data analysis
- Ability to create data management tools and systems.
- Experience managing and providing ongoing training to M&E field managers and/or sub recipients.
- Solid knowledge of quantitative and qualitative data
- Working knowledge of global reporting systems

CORE VALUES

- **Transformation:** We believe in urgent action, innovation, and the necessity of transformation – within the world and the organization.
- **Integrity:** We are accountable to the people and partners we humbly serve, transparently sharing our results, stories, and lessons.
- **Diversity:** We know that by embracing differences, actively including a variety of voices, and joining together we can solve the world’s most complex problems.
- **Excellence:** We challenge ourselves to the highest level of learning and performance, tapping the best of the human spirit to create impact.
- **Equality:** We believe in the equal value of every human being and the importance of respecting and honoring everyone; we know that change happens through people.

This job description is intended as a guide and should not be viewed as an inflexible specification as it may vary from time to time in the light of strategic developments and following discussion with the postholder.

HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **16th November 2023** and Closing date for receiving application will be **5th December 2023**.

Applications and CVs should be delivered to: **jobs.southsudan@care.org** or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!

CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE

