

Career Opportunity at the Organization for Children's Harmony (TOCH) South Sudan.

About TOCH

Established in 2008, the Organization for Children's Harmony – (TOCH) is national non-governmental organization, humanitarian, development and advocacy organization, dedicated to working with and for children, women, their families and the entire communities to achieve a just, peaceful and prosperous community. TOCH South Sudan has operations across five states in South Sudan namely; Warrap state, Western bar el ghazal, Lakes state, Northern Bar el Ghazal State and Juba as its Headquarters.

TOCH is legally registered by the government of South Sudan as a National Non-Governmental Organization (NGO) in 2011 by the Ministry of Legal Affairs and Constitutional Development (No.1115) and with South Sudan Relief and Rehabilitation Commission (SSRRC) (No.1086).

TOCH Works along the thematic areas of protection (child protection, GBV and general protection), community security & Peace building, Food Security, livelihoods and livestock, Education and live skills in four states of South Sudan.

Job title	MEAL Assistant
Location	Twic and Gogrial West Counties.
Reporting to:	MEAL Coordinator
Contract length	12 months

Overall purpose of the Role:

Reporting directly to the Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator, the MEAL Assistant will provide vital support to TOCH field offices and project sites by coordinating the collection, analysis, and use of monitoring and evaluation data. The role aims to enhance project performance, foster organisational learning, and demonstrate the impact of interventions where feasible. The MEAL Assistant will lead the implementation of standardised MEAL activities across field projects and manage the Field Projects Information System, including data collection, entry, analysis, and timely reporting.

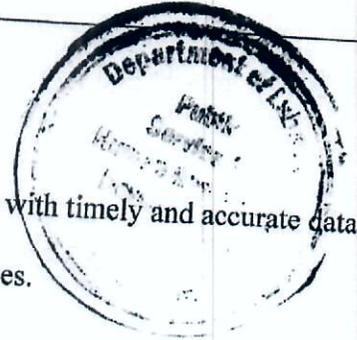
Key Responsibilities

Data Collection and Management

- Assist with data collection, entry, and management from field activities.
- Review and verify data submitted by project teams and partners monthly, ensuring compliance with internal deadlines.
- Support routine monitoring visits and participate in surveys, assessments, and evaluations.
- Assist program staff during survey planning and implementation, including logistics, data collection, and cleaning.
- Maintain project databases and filing systems for MEAL documentation.

Data Analysis and Documentation





- Support compilation of monthly, quarterly, biannual, and annual reports with timely and accurate data provision.
- Prepare simple reports, summaries, and presentations for internal purposes.

Coordination and Reporting

- Support the MEAL unit in daily operational activities.
- Collaborate closely with project teams to implement project site information plans.
- Track the implementation of action plans at the field level.
- Provide weekly and monthly updates to the MEAL Coordinator on monitoring and evaluation activities conducted.
- Work closely with program teams to ensure timely data submission and adherence to MEAL standards.
- Participate in quality of intervention monitoring alongside stakeholders and donors, ensuring data availability for program quality assessment.
- Perform other tasks as assigned by the MEAL Coordinator

Learning and Quality Improvement

- Promote implementation of TOCH's MEAL and Monitoring for Action (MFA) standards across field sites.
- Facilitate continuous data quality improvement and encourage frequent use of data for program enhancement.
- Support community feedback and complaints mechanisms, ensuring their functionality and accessibility.
- Contribute to learning activities by documenting success stories and lessons learned.

Qualifications:

- University degree in monitoring and evaluation, Humanitarian or Development Studies, Statistics, or related fields.
- Minimum 3 years of direct, hands-on experience in monitoring and evaluation of emergency and development programs.
- Experience with humanitarian programs in NGOs and fluency in local languages.
- Proficient in MS Word, Excel, PowerPoint, internet research, and working collaboration tools (e.g., MS Teams).
- Practical experience in data capturing, analysis, reporting of indicator data, and supervision of data collection.
- Good knowledge of Office software and data collection tools like Open Data Kit (ODK).
- Strong presentation, communication (verbal and written), and diplomatic skills.
- Ability to work under pressure with minimal supervision in culturally diverse teams.
- Flexible, adaptable, and excellent at managing multiple tasks proactively and timely manner.
- Strong analytical, organizational, and teamwork skills.
- Fluency in English, Arabic, and the local language.
- Knowledge of Excel and Access databases is an advantage.



TOCH
South Sudan

The Organization for Children's Harmony



Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

TOCH is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, religion, color, sex, gender identity, age, disability, marital status, or any other status protected under applicable law. All qualified applicants are encouraged to apply, particularly women, persons with disabilities, and other underrepresented groups.

Child Protection Policy and Protection from Sexual Abuse and Exploitation:

We are committed to keeping children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse and Sexual exploitation and abuse.

This position is only for South Sudanese National

How to Apply:

- Please send your CV/ Cover Letter with attached copies of your national ID to recruitment@toch-ss.org or hand deliver to TOCH Juba Office (near St Lawrence Academy) or any TOCH Field Offices in Wau (within South Sudan Council of Churches), Kuajok, Tonj South and Tonj North.
- Females are strongly encouraged to apply
- Deadline for receiving applications shall be on 7th January 2026 4:00 PM
- Only short-listed Candidates shall be contacted
- Any application sent after this deadline shall not be considered for short list.

Due to urgency of the position, applications will be reviewed on a rolling basis and the position may be filled before the deadline

*Approved by Acting Director of Labour, Warrup State - Kuajok
Labour card is one of the requirement to apply.*

