



Approved  
S.H.B  
MOZ  
Feb 7/24  
28/11/2026



## JOB ADVERTISEMENT

### CIDO/VACANCY NO. AKOBO/2026/MEAL-1 (MO)

**Job Title:** MEAL Officer- (1 position)

**Location:** Juba

**Duration:** 12 months

**Reports to:** Project Manager

**Start date:** ASAP

**Eligibility:** South Sudanese Nationals Only

Community Initiative for Development Organization (CIDO) is a non-partisan, non-profit making organization conceived in 2013 and formally registered in South Sudan in 2016 to support local solutions on critical areas of social and economic development. The agency places emphasis on promotion of Peace and peaceful co-existence among communities as the benchmark for socio-economic prosperity. CIDO implements Protection, Women Rights and Empowerment, Education, Human Rights, Health and Nutrition Projects.

CIDO is looking for suitable candidates to fill the positions of MEAL officer.

#### JOB PURPOSE

The **MEAL Officer** will provide technical leadership in the monitoring and evaluation of CIDO's projects in Akobo East. You will ensure that all projects activities are evidence-based, data-driven, and accountable to the affected population. You will lead the design of data collection tools, manage field data quality, and champion the **Complaints and Response Mechanism (CRM)**

#### KEY RESPONSIBILITIES

Develop and deploy mobile data collection tools using **ODK/KoboToolbox** for baseline, post-distribution monitoring (PDM), and end-line surveys.

Conduct regular field visits to verify activity progress against the project Logframe and Indicators.

Train and supervise casual enumerators in proper data collection ethics and techniques.

Establish and manage the **Complaints and Response Mechanism (CRM)** at the field level (help desks, suggestion boxes) and ensure that community feedback is logged, analyzed, and closed out in a timely manner.

Conduct community consultations to ensure beneficiaries are informed of their rights and entitlements.

Clean and analyze quantitative and qualitative data using Excel, SPSS, or PowerBI.

Produce high-quality monthly MEAL reports highlighting success stories, challenges, and lessons learned.

Maintain a comprehensive indicator tracking table (ITT) for all active grants in the county.

Organize "Lessons Learned" workshops with the program team after major activities and document case studies and best practices to support future proposal development and institutional memory.

## QUALIFICATIONS AND REQUIREMENTS

Bachelor's Degree in Statistics, Demography, Economics, Social Sciences, or a related field. Minimum **3 years** of experience in M&E within the humanitarian sector (NGO experience preferred). Strong technical expertise in **KoboToolbox/ODK** (form design and data management). Experience implementing Accountability to Affected Populations (AAP) frameworks. **Analytical Skills:** Advanced proficiency in **Microsoft Excel** (Pivot tables, functions) is mandatory. Knowledge of SPSS/Stata is an asset. **Language:** Fluency in **English** (written and spoken). Fluency in Arabic is essential.

## HOW TO APPLY

Interested candidates should submit their application clearly marked "MEAL officer" quoting the vacancy number above. (Including cover letter, C.V written in English and Nationality ID) as well as copies of academic certificates & other testimonials at latest by Friday **20/02/2026** to the Human Resource (HR) Officer, CIDO. Applications can be send by email to [recruitment@cidosouthsudan.org](mailto:recruitment@cidosouthsudan.org) and [cidohumanresource@gmail.com](mailto:cidohumanresource@gmail.com). Hard copies of applications can be dropped at CIDO office in Juba.

**Note: Females are highly encouraged to apply and only short-listed candidates will be contacted. Application files once retained will not be returned. Please submit only photocopies of academic documents .**

  
28/01/2026

