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Approved by
MOL
18/2/2021


JOB OPPORTUNITY

Job Title: Project Officer - MEAL (1 position)

Department: Programming

Grade: 7

Reports To: MEAL Manager

Country/Location: Kapoeta Town – Serving Budi & Kapoeta North



About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

The Pathways to Resilience (P2R) program is a USAID funded Title II food assistance program working with communities affected by conflict in Eastern Equatoria state (Budi and Kapoeta North County) and in Jonglei State (Duk and Akobo counties), South Sudan. The overall goal of P2R is to improve and sustain nutrition and food security in P2R operational counties by September 2023.

As a member of the P2R team, The MEAL Officer will provide leadership and implementation at the county level in the monitoring and evaluation of the P2R Programs and work to position CRS as a leader in innovative monitoring and evaluation, Accountability and Learning (MEAL) and capacity building by supporting the program design, technical support, and training to ensure a high level of quality programme implementation. Support the P2R MEAL Manager in the development of high quality practices, field learning, data collection and information dissemination and other MEAL requirements. Enhance the quality of RFSP implementation through:

- a) Strengthened capacity of RFSP staff in all aspects of MEAL;
- b) Research and evaluation;
- c) Strategic engagement with CRS colleagues and external stakeholders on MEAL issues;
- d) Provision of quality MEAL support to the field.



in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Job Responsibilities:

1. Program Planning and Assessments

- Lead in organizing and undertaking surveys to provide primary data (baseline, End Use Monitoring, Post Distribution Monitoring and KAP surveys) when required and as part of ongoing assessment of the impact of the sector program and ongoing sector needs.
- In consultation with the Field Area Coordinator and technical teams, lead/support the development of monitoring and evaluation tools.
- Facilitate assessments and operational research for contextual understanding, identifying opportunities, vulnerabilities, capacities and resources, deciding feasibility and setting DME priorities at the county level
- Ensure proper documentation of all MEAL processes and outcomes (tools, datasets, analysis worksheets and reports)

2. Monitoring and Evaluation and Close out/Transition

- Work with Field Area Coordinator and the technical leads in order to ensure quality programming and adherence to minimum standards including International MEAL standards, values and principles, SPHERE, HAP and other sector standards and protocols as well as the mainstreaming of cross-cutting themes.
- Ensure effective monitoring and evaluation of program quality, using a variety of monitoring tools appropriate to program sectors, social sciences in general, management reviews, audit results, core CRS values and policies, operational plans, and strategic documents.
- Ensure that the MEAL plans include a periodic process for intentional learning and reflection from assessments, program progress monitoring etc, to improve program quality
- Support Project Officers in the development of MEAL tools for all P2R projects
- Oversee implementation of MEAL systems through regular field monitoring visits and tracking of Key Performance Indicators at the regional level

3. Reporting

- Review project reports and provide MEAL input, feedback and recommendations.
- Review and contribute to the quarterly and annual county and regional reports and recommend for sharing with external stakeholders
- Track reporting deadlines for MEAL activities and ensure these are submitted to the MEAL Manager, Area Field Coordinator and the technical leads in a timely fashion.
- Ensure development and implementation of a regional approach and system for sharing stories with the Communications Officer (or COP) and other Program Staff

4. Capacity Building and Program Quality

- Support quality assurance in programming through analysis of reports, identifying lessons learned, and analyzing impact as a result of the program being implemented.
- Support Regional Programme Managers to implement technical and managerial evaluations of all field level program activities.

- Work to enhance capacity for quality programming through:
 - Supporting training and capacity development of CRS staff in MEAL including areas of program assessment, design, monitoring & evaluation methodologies
 - Develop a regional level mentoring program especially for fellow Sudanese National staff aimed at enhancing their MEAL capacities

5. Information Management, Innovation and Learning

- Support the P2R MEAL manager in innovative operations research and programming interventions
- Contribute to the design and review of regional project management information systems and provide advice on appropriate systems for various project activities at the regional level.
- Support the P2R MEAL Manager with the development of regional components of the program information management system
- Coordinate regional annual program review meetings to facilitate dialogue and learning on project/program implementation
- Network with other organizations
- Share innovations with CRS staff
- Support management and accountability through routine, accurate collection and reporting of information that confirms status of program activities based on the IPTT.

Typical Background, Experience & Requirements:

REQUIRED: The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.

QUALIFICATIONS

- A Bachelor's degree or higher in relevant field (Agriculture, Development or Social Studies)
- Demonstrated experience in program design monitoring and evaluation having served at such a position before for at least one year.
- Must be conversant with both qualitative and quantitative data collection methods and analysis
- At least 2 years field experience in a relief or development environment
- Previous experience with major donor proposal MEAL requirements (USAID, ECHO, BPRM, UN agencies preferred)
- Capacity building experience in project monitoring, reporting, and evaluation
- Computer knowledge including Word, Excel, Lotus Notes and Power Point
- Strong skills in written and spoken English
- Knowledge of the local language is also a requirement.
- Local (South Sudanese) are mainly encouraged to apply.

Required/Desired Foreign Language: Excellent knowledge in both written and spoken English and knowledge in local language is an advantage (Dinka and / or Nuer)

Travel Required: 50% of the time will be in the field

Key Working Relationships:

Supervisory: MEAL assistant

Internal: Field Area Coordinator, POCU team

External: Project participants, External enumerators, consultants, etc

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Values Gender Diversity – Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ ***Equal Opportunity Employer***
- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***
- ❖ ***Female candidates are HIGHLY encouraged to apply.***

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **March 10, 2021**.

Address your application letter and CV to: **Human Resource Department, Catholic Relief Services South Sudan program, Juba office OR by Email to; southsudanvacancies@crs.org**

- ❖ **Women are strongly encouraged to apply**
- ❖ **Only short-listed candidates will be contacted**