



VACANCY ANNOUNCEMENT

N0.Jub/2021/021/05-N

Job Title: MEAL & Grants Intern
Location: Juba
Duration: 3 Months
Reports to: Grants and Reporting Officer
Technically Reports to: Program Quality Coordinator
Start Date: ASAP
Eligibility: South Sudanese National only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Job overview

The M&E and Grants Intern will support in the monitoring and activities for Relief International Health, WASH, Nutrition, FSL, and Protection programs across five states in Upper Nile, South Sudan. Under the supervision of the Grants and Reporting Officer the intern support in routine MEAL and Grants activities. The intern will support on reports, collect and input data, support on accountability mechanisms and ensure they are functioning. The intern will also support of verifying data points, Female candidates preferred.

Main Duties

Monitoring and Evaluation (50%)

- Contribute to the design and implementation of county-level Monitoring & Evaluation (M&E) plans
- Support in the implementation of strong M&E systems using appropriate RI M&E tools and resources to maximize project impact on beneficiaries
- Provide timely and quality inputs to indicator tracking tables, baseline and final evaluation reports, as well as other reports needed/required
- Participate in needs assessments and output and outcome level monitoring assessments including but not limited to KAP surveys, Post-Distribution Monitoring, Post-Rehabilitation Assessments, Post-Harvest assessments etc.
- Participate and document community meetings, focus group discussions and key-informant interviews, and share with Program Quality Coordinator and DCD-Programs in a timely manner.

Reporting and Grants (30%)



- Provide timely and quality inputs for donor project narrative reports
- Ensure data quality by supporting in the collection and review of Means of Verification.
- Support in the management of reporting files on BOX and ensure relevant Means of Verification are filed and stored properly
- Filing hard copies of project documents including reports and proposals.
- Format and edit training reports and monitoring visit reports to ensure they are donor appropriate and of a high quality.

Communications and Representation (20%)

- Write human interest pieces/success stories, lessons learned, and other communications materials to promote the project and illustrate the impact.
- Support in the tracking of success stories and ensure quality success stories are being submitted from the field
- In collaboration with the Grants officer, support the production of external communication materials including advocacy materials, success stories, social media campaigns and fact sheets.
- Lead on the uploading of photos, videos and any other relevant documentation into RI's internal filing system.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Note:

- The role of the M&E Assistant cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the M&E Assistant will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

Applicants should at least have;

- 0-1 years of M&E, data collection or analysis related experience.
- Previous experience of working with N/INGOs or UN system in South Sudan preferred
- Experience with knowledge of qualitative and quantitative methodologies and techniques
- Previous experience of report writing required
- Excel and Word skills are essential.
- Ability to manage and meet deadlines.
- Ability to work independently on multi-task workload.
- Excellent communication and organizational skills.
- Excellent written and spoken English

General Condition:

- Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse.



We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

HOW TO APPLY:

Due to Covid 19, All applicants are encourage to Send their application letter, updated CV, copy of National ID Card and Academic documents to recruitments@ri.org .

Because these position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received

Deadline: May 28th 2021 at 5 pm.

- Female are highly encourage to apply
- Only shortlisted applicants will be contacted