

VACANCY ANNOUNCEMENT

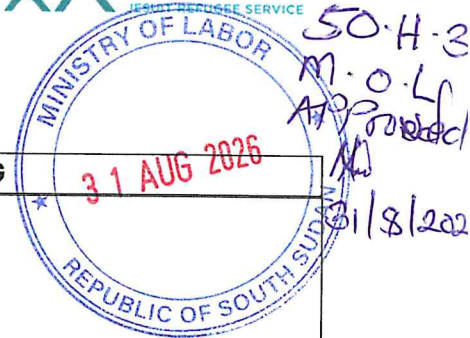
MEAL PROGRAMME OFFICER - ROVING

Location: Juba (15% of time) and Field (85% of time).

Application Closing Date: September 18th, 2026.

Reporting Line: Country Program Manager.

Position opened to: South Sudanese.



Organizational Context:

The Jesuit Refugee Service (JRS) is a ministry of the Society of Jesus, incorporated as an international non-governmental Organisation with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The Organisation was founded in November 1980 and now has a presence in over 50 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome.

JRS started operating in South Sudan in 1997 in Central and Eastern Equatoria, mainly focusing on Education. Following the secession of South Sudan from Sudan in July 2011, and in line with its mission, JRS phased out projects in this region during 2012. The post-independence war in 2013 encouraged JRS to restart large integrated programs in Maban & Renk Counties in Upper Nile State and Western Equatoria State. All along, JRS's mission has been to accompany, serve and advocate for the rights of refugees, internally displaced persons and anyone obliged to leave their homes forcefully in South Sudan. Its focus areas include Education and Livelihoods, Mental Health and Psychosocial Support, peacebuilding and Reconciliation.

Position Description:

The Roving MEAL Officer is responsible for establishing and strengthening the MEAL system, accountability mechanisms and programme quality assurance. He/she will coordinate all MEAL related functions of programmes and provide technical support to the programme teams in Maban, Renk, and Yambio. He/she will be required to spend 85% of his/her working time in the various field locations, with occasional stay in Country office, Juba. This position will report to the Country Programme Manager (CPM), with direct technical working relationship with the Project Coordinators, Deputy Project Directors and Project Directors.

Key Responsibilities:

a) Programme development, design, and planning.

- In close co-operation with Deputy Project Directors and Project Coordinators, lead in organizing and coordinating needs assessments, project impact assessment and information gathering required for the purpose of project design, impact measurement and programme continuous learning and improvement.
- Actively participates in project development processes by providing high-quality technical inputs, including but not limited to logical framework development, identifying



the MEAL needs of the project and helping in shaping strategic programme objectives for the Organisation.

- Lead in development of MEAL plans for each programme area as well as estimating resources for all MEAL related activities.
- Strengthen Results Based Management system across whole JRS programme by developing appropriate Projects performance management and tracking tools and train staff on the use of those tools.
- Work with Deputy/Project Directors to design and manage projects evaluation processes, including development of Terms of Reference, tools and dissemination of assessment reports and findings.

b) Programme monitoring, Evaluation, accountability and learning.

- Take lead in development of appropriate MEAL tools required for project performance management and reporting.
- Organize frequent field visits to monitor progress of activities implementation against agreed quality benchmarks and plans and generate reports to inform project management decision making processes.
- Strengthen framework for accountability to the affected population by establishing an effective and functional system for beneficiaries' complaints and feedback handling and response at community level.
- Support programme teams in profiling and documentation of impact stories/case studies and beneficiaries feedback to enhance programme learning and improvement.
- Ensure that all lessons learned and best practices are properly documented and used to inform project management decision making processes and project design.
- In close coordination with Programme Managers, facilitate periodic field level project evaluation and assessments organized by JRS in the given project area.
- Establish an up-to-date programme information management system (IMS) or database to enable tracking of projects to support programme participants.

c) Communication and advocacy to strengthen organizational programmes visibility and fundraising.

- Develop and implement an annual country communication strategy aligned with JRS global and regional priorities.
- Write and produce high-quality, compelling communication materials including feature stories, case studies, beneficiary profiles, press releases, and newsletters.
- Manage and update the JRS South Sudan country pages on the regional JRS website on a regular basis.
- Develop the JRS South Sudan social media content and social media strategy to increase engagement and reach.
- Monitor digital analytics, providing regular reporting on web and social media performance.
- Organize and support media visits, field missions, and commemorative events, such as World Refugee Day.
- The officer will ensure accountability through careful documentation and reporting of JRS projects to ensure that the impact of the programs is clear to beneficiaries, donors, and partners alike.
- Strengthen Resource Mobilization through production of compelling communication



materials

- Establish and maintain a central digital library (filing system) with all communication assets, including photos, videos, stories, and publications.
- Submit regular communication reports to the Country Director and the Regional Communications and Advocacy Officer.
- Ensure that all communication outputs are within the JRS branding guidelines and follow all ethical protocols in terms of confidentiality and consent.

d) Capacity building for staff.

- Organize and facilitate training of programme teams on MEAL skills, methodologies, and tools.
- Together with Deputy/project Directors and coordinators, organize and facilitate programme learning and knowledge management sessions involving staff and partners alike.
- Support Deputy/Project Directors in production of quality donor reports.
- Support Country Programme Manager in writing of country annual reports.
- Build capacity of field staff in basic communication skills, including story collection and photography, to strengthen grassroots storytelling within the organization.

Key performance Indicators.

- A strong functional MEAL system and programme quality framework established
- Programme staff capacity strengthened on results-based M&E.
- A feedback and complaint mechanism strengthened across all Programmes to reinforce accountability to affected population.
- Periodic programme assessments conducted to inform programme design and development.
- Quality projects design, reporting and documentation.
- High-quality communication materials produced on regular basis and uploaded to the organization website.

Qualifications, Experience & Skills required.

- A University degree in Statistics, Economics, Social Sciences, Development Studies, education or related areas.
- At least 2 years of professional experience working with International or non-profit making organization in a similar capacity.
- Skilled in quantitative and qualitative data analysis and methods using appropriate tools and statistical software such as SPSS, excel and Power BI.
- Strong research, analytical and reporting skills.
- Strong knowledge of M&E and systems.
- Proven experience in content creation: writing, photography, and videography.
- Experience in managing websites and social media platforms for an organization.

Skills and behaviours.

- **Commitment to JRS's mission, vision and values** - the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and to



advocate for their right to protection and a life in dignity.

- **Accountability** – Hold self-accountable for making decisions, managing resources efficiently, achieving and role modelling JRS values.
- **Collaboration** – Build and maintains effective relationships with team members, partners' staff and other stakeholders in the field.
- **Creativity** – Develops and encourages new and innovative solutions.
- **Integrity** – Honest, encourages openness and transparency in day-to-day work.

Languages.

- Excellent written and communication skills in English. Knowledge of spoken Arabic is highly desired.

Core values.

- Commitment to JRS mission, vision and values, and the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and in advocating for their rights to protection and a life in dignity.
- High integrity, honesty, and confidentiality, ability to deal tactfully, consistently, fairly, and discreetly with situations, people, and information.
- Acceptance of diversity and inclusion as a core value. willingness to work in flexible, sub-optimal and multi-cultural environments.

How to apply:

Interested candidates should submit their applications online through sds.recruit@jrs.net or drop hard copy to JRS South Sudan, Country Office in Tongpiny located along the second inner road on your right hand side when slopping from Juba Regency Hotel to Indian Embassy, please indicate the Job title clearly on the email subject or the cover of your envelop addressing to HR Department, JRS South Sudan, application deadline is as indicated above (**September 18th, 2026**) at **5:00 PM**. The documents required to be submitted are: -

1. An updated cover letter demonstrating the candidate's suitability against the ideal candidate profile outlined above.
2. A current Curriculum Vitae (CV) with three Professional References.
3. A National ID copy.

PLEASE NOTE: Application screening will be on daily basis due to the urgent need to fill the position and only candidates who meet the Job requirements will be considered, shortlisted candidates will possibly before the deadline date be contacted for a first phase of Interview which will be a Written Interview and those successful during the Written Interview will be invited for Oral Interview in which case is the second phase. **Female candidates are strongly encouraged to apply.**



Commitment to Child Safeguarding.

JRS is committed to safeguarding of children (**under 18 years**) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection from Sexual Exploitation, Abuse and Harassment (PSEAH).

JRS South Sudan takes the protection from sexual exploitation, abuse and Harassment (PSEAH) serious, and all JRS South Sudan personnel and volunteers are expected to comply with JRS' PSEAH policy and are to sign declaration of commitment.

