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Approved by  
Inspector  
MOE  
09 DEC 2025  
[Signature]

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### JOB ADVERTISEMENT

Job title:	Monitoring and Evaluation Officer
No. of positions:	One (1 Female)
Position Code:	GVO/ MEAL/25/01/2025
Country Programme:	South Sudan
Duty Station:	Juba
Position opened for:	South Sudanese Nationals Only
Reporting to:	Programme Coordinator
Application open date:	08 <sup>th</sup> December 2025
Application Deadline:	05 <sup>th</sup> January 2026
Contract start date:	2nd February 2026
Contract duration:	Full time 6 Months (with 3 months' probation) with a possibility of extension.

### OVERVIEW OF GLOBAL VOICES ORGANIZATION-SOUTH SUDAN:

Global Voices Organization-South Sudan (GVO) is a vibrant survivor led, women led humanitarian and development organization established to promote gender equality, survivor empowerment and access to justice throughout South Sudan. The organization is registered with the Relief and Rehabilitation Commission (RRC) in Juba, Torit and Kuajok. GVO envisions a society where survivors including women and girls are breaking barriers of stigma, exclusion/discrimination, poverty and are influencing decisions that affect them. GVO seeks to provide safe spaces for collaboration and dialogue through connecting voices from local, national, regional and global levels to engage a larger community facing similar issues in a respectful and organized manner.

GVO is looking for young and competent South Sudanese who share our vision and mission to fill up the position of MEAL Officer based in Juba head office with frequent travels to the other Field locations. The MEAL Officer will lead the design, implementation, and management of monitoring, evaluation, and learning systems across GVO programs. The role ensures that projects are evidence-based, results-oriented, and accountable to donors and communities, while fostering organizational learning and continuous improvement.



## KEY RESPONSIBILITIES OF THE MEL OFFICER WILL INCLUDE:

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- **Evaluation, Theory of Change & Log frame Development:** Design and conduct evaluations, develop program Theory of Change models, and prepare Logical Frameworks (Log frames) to guide project design, implementation, and reporting. They will analyze quantitative and qualitative data to generate insights that inform program effectiveness, donor reporting, and strategic decision-making.
- **Monitoring & Data Collection:** Develop and implement monitoring frameworks, tools, and systems to track project activities, outputs, and outcomes, ensuring timely and accurate data collection across all program sites.
- **Evaluation & Analysis:** Design and conduct evaluations, analyze quantitative and qualitative data, and generate insights that inform program effectiveness, donor reporting, and strategic decision-making.
- **Learning & Knowledge Management:** Document lessons learned, best practices, and success stories, facilitating knowledge sharing within GVO and with partners to strengthen program design and delivery.
- **Reporting & Compliance:** Prepare high-quality monitoring and evaluation reports, ensuring compliance with donor requirements, organizational policies, and national standards, while supporting evidence-based advocacy.
- **Capacity Building & Support:** Train and mentor staff and partners on MEL tools and approaches, building organizational capacity for results-based management and adaptive learning.

## REQUIRED QUALIFICATIONS & EXPERIENCE:

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- **Education:** Bachelor's Degree in Monitoring & Evaluation, Statistics, Economics or related field.
- **Experience:** Minimum 3 years of professional experience in MEAL, preferably in humanitarian or NGO contexts.
- **Knowledge:** Strong understanding of project cycle management, MEL frameworks, donor compliance, and data analysis methods.
- **Skills:** Excellent analytical, reporting, and communication skills; proficiency in MEL software and MS Office; fluency in English with knowledge of local Arabic is an asset.
- **Personal Attributes:** The MEL Officer must demonstrate integrity, accountability, and commitment to evidence-based programming, with strong problem-solving skills, cultural sensitivity, and the ability to work effectively under pressure in complex environments.

## PERFORMANCE INDICATORS:

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- Timeliness and accuracy of data collection and reporting.
- Quality and usefulness of evaluations and analysis.
- Documentation and dissemination of lessons learned and best practices.
- Staff and partner capacity strengthened in MEL approaches.
- Compliance with GVO policies, donor requirements, and national standards



## ADHERENCE TO PSEA & SAFEGUARDING AND ETHICAL CODE OF CONDUCT GUIDELINES:

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- GVO maintains a zero-tolerance policy towards sexual exploitation, abuse, and harassment. All staff are required to uphold the highest standards of professional conduct and safeguarding in line with international humanitarian principles.
- GVO is committed to safeguarding and promoting the welfare of children, women, and vulnerable adults. We expect all staff and volunteers to share this commitment and uphold the highest standards of conduct.
- All staff are required to uphold and sign the organization's Code of Conduct, which sets out the standards of professional behavior expected in all activities and interactions. This includes integrity, respect, accountability, and zero tolerance for corruption, exploitation, or abuse.
- All appointments are subject to pre-employment screening in line with Anti-Money Laundering (AML) and Countering the Financing of Terrorism (CFT) regulations.
- Selected candidates will undergo rigorous reference and background checks against their past behaviour related to SEA, safeguarding, code of conduct and criminal behaviour and may be required to provide additional information during the selection process to ensure candidates meet highest standards conduct.

## HOW TO APPLY:

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GVO retains the discretion to re-advertise or cancel the recruitment.

Qualified candidates may submit copies of their application, CV and academic documents through the email address [vacancy@theglobalvoices.org](mailto:vacancy@theglobalvoices.org). Please address the subject of the email as "GVO/MEAL/25/01/JUBA". Please note that this is a national and local position.

**Please note:** No hand delivery of applications is indicated. All application should be submitted through the email address above. We thank all applicants for your expressions of interest.

However, only short-listed candidates will be contacted.

