



Hilfe Zur Selbsthilfe

Help

Hilfe zur Selbsthilfe
Hilfe zur Selbsthilfe



Job vacancy: MEAL Technical Assistant.

Background:

HELP – Hilfe zur Selbsthilfe is a German non-governmental humanitarian aid organization duly registered with the courts of law in Bonn – Germany www.help-ev.de. Help was founded in July 1981. HELP started its work by providing humanitarian assistance for Afghan refugees having fled to Pakistan. After the very first years of its existence HELP started to continuously expand its humanitarian work to other countries. HELP has since expanded its activities and is now operational worldwide in over 20 countries with current focus on Afghanistan, Bosnia-Herzegovina, Ethiopia, Kenya, Burkina Faso, Mali, Indonesia, Iraq, Montenegro, Niger, Serbia, Syria, Sri Lanka, Chad/Sudan, Zimbabwe, South Sudan etc; engaged in emergency assistance as well as in resilience and development projects.

Help – Hilfe zur Selbsthilfe is registered in South Sudan with Relief & Rehabilitation Commission (RRC) No. 086; currently implementing its WASH, Nutrition, Food Security and Livelihoods projects in Greater Yirol, Lakes region since 2011 providing clean safe drinking water, sanitation facilities and hygiene service in various states in the Republic of South Sudan (RoSS) to reduce water and hygiene-related diseases, fight against malnutrition and other prevalent problems.

Through its partnership and cluster-based coordination with various national organizations and governmental authorities, Help provides technical support and capacity building in Lakes State and Jonglei state in South Sudan.

Scope of position:	Full-time (40 hours/week)
Place of work:	Yirol Field Office
Contract duration:	9 months
Start date:	Immediately
Direct Reporting:	Meal and Communication Advisor
Doted Reporting:	Director of Programs
Overall Supervision:	Country Director



Overall Job Purpose:

The overall purpose of the role of the Monitoring, Evaluation, Accountability, and Learning Technical Assistant is as follows:

- The position has responsibility for compliance with the Help's MEAL policy and providing support on MEAL management and reporting.
- The MEAL TA will work closely with Help MEAL assistants and focal points to build their capacity in coordinating MEAL-related functions at field level.
- Develop tools, conduct monitoring activities, follow up on MEAL activities within the area of responsibility in order to get feedback on the quality and relevance of the assistance and communicate information.
- Support project team in developing project-specific MEAL plans and conducting monitoring activities and writing relevant reports.

South Sudan Country Coordination Office
Hamza Inn Compound, Opposite NOTOS Restaurant
Block G, Plot No. 4 - Juba Town Area. South Sudan
Email: rono@help-ev.de www.help-ev.de
Mobile: +211 922 785 632 or +211 918 127 317

- The MEAL TA supervises all MEAL assistants and focal points as well as other national MEAL staff as and when recruited and works closely with the various Technical Coordinators and program teams on all matters related to Monitoring, Evaluation, Accountability and Learning.

The position administratively reports to the MEAL and Communications Advisor, South Sudan and takes technical advice/matrix management in program matters from the Director of Programs, South Sudan.

She/he will be based in Yirol West (Yirol Field office) South Sudan, with scheduled travelling to the Awerial, Yirol East, Juba and the other project sites/field offices in South Sudan.

KEY RESPONSIBILITIES:

Support Programme Quality Management, Project Implementation, and Monitoring

- Ensure that the HELP M&E Framework is implemented according to HELP MEAL guidelines.
- Ensure adherence by all HELP staff to HELP MEAL policy, project-specific MEAL plans and guidelines in the Complaint and Feedback Mechanism (CFRM).
- Participate in project kick-off, assessments and reviews, and close-out meetings, as well as learning events in order to highlight cross-cutting themes, areas of integration and best practices.

Programme Monitoring, Evaluation, Accountability, and Learning

- Update project monthly indicator tracking sheet, online database (Tola Data), CFRM database, Balanced score cards and submit reports and other information to Field Coordinator and CO MEAL and Communications Advisor as required.
- Act as the focal point for rolling out implementation and monitoring of community feedback mechanisms.
- Ensure that HELP team members and partners are accountable to persons of concern/affected persons in line with Core Humanitarian Standards.
- Ensure the development or updating of appropriate monitoring, tracking, and reporting tools and templates and train staff on the use of these tools.
- Participates in monthly, quarterly and annual review meetings with project partners, staff and state departmental across relevant ministries;
- Lead field level project assessments, including Post Distribution Monitoring (PDM), baseline survey, outcome measurement (KAP survey), and multisector-area level assessments where relevant (using mobile data collection)
- Ensure project data is disaggregated by area/location, Technical/thematic Area, gender, disability, beneficiary's displacement status (IDP, refugees, host community, returnee etc.).
- Document and keep records of achievements, lessons learnt and challenges experienced during implementation and share these regularly to inform programming and decision making.

Flag good practices and/or improvement areas or any outstanding issues requiring immediate action to the CO MEAL and Communications Advisor and Director

Capacity Building



- Ensure all HELP staff are well conversant with the MEAL policy and procedures across all stages of the Project Cycle Management.
- Provide timely MEAL advice to HELP and partner staff as required.
- Support the MEAL and Communications Advisor in organizing MEAL capacity building and training for Help MEAL focal points and partner staff.
- Participate in HELP South Sudan, regional, and Global MEAL team meetings, contribute with ideas, and joint MEAL planning processes.

Coordination and Partnerships

- Support HELP partners' MEAL focal points by having regular follow-ups, meetings, reviews, and discussions on MEAL planning, processes, practices, and issues.
- Participate in Sector Working Groups and coordination meetings when relevant.
- Engage in other MEAL or project-related tasks within the scope of the MEAL as assigned by line manager.

Minimum Requirements

To be successful in this role we expect you to have:

- Bachelor's degree in a relevant field (Development, social research, project management or related field).
- Minimum 3 years of professional experience in humanitarian and/or development contexts with a specific focus on monitoring and evaluation.
- Experience working with NGOs and/or the humanitarian sector
- Experience in design and use of quantitative and qualitative data collection tools, data analysis, interpretation, and report writing.
- Knowledge/experience Project Cycle Management as well complaint, feedback and referral mechanisms.
- Excellent skills in MS Word, Excel, and PowerPoint.
- Knowledge in statistical analysis software such as SPSS, SAS, R, will be an added advantage.
- Knowledge of the Kobo Toolbox is desired.
- Specific training in MEAL is desired.
- Fluency in English; advanced verbal and written is essential. Arabic is added advantage

HOW TO APPLY

Interested candidates who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts.





Address your application to: **The Human Resource Department, Help Hilfe zur Selbsthilfe South Sudan**. The position is open for **both** nationals and internationals. Qualified female candidates are particularly encouraged to apply.

Applications can be submitted either online to this email recruitment-ssd@help-ev.de or Hand delivery to the HELP Field Offices in Juba or Yirol . **Closing Date for receiving applications is: 1st /08/ 2023 @ 5:30 PM Local Time and Applications will be reviewed on a rolling basis and the position might be filled before the closing date.**

