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Approved

*[Signature]*

17/08/2022



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

<b>Position:</b>	MEAL Officer
<b>Department:</b>	Program
<b>Location:</b>	Koch
<b>Reports to:</b>	Area Manager
<b>Provides supervision to:</b>	N/A
<b>Grade Level:</b>	4

### JOB SUMMARY

Provide MEAL support across the program sectors in the field location for the implementation of routine data collection, verification, analysis & reporting, Accountability, periodic evaluations, Surveys & assessments in CARE programs in the field in collaboration with the MEAL Coordinator

### Detailed Responsibilities:

#### Field Programme Support:

#### R1: Data and Information Management

- Work with the project officers and program to ensure all reports are timely submitted.
- Ensure all program documents are loaded up to date in the server; follow up with the program team and partners to ensure all reports, and program-related documents are in the appropriate filing system.
- Databases: Ensure project data basis are kept up to date including an excel based Grant tracker.
- Ensure the implementation/compliance of monitoring systems to systematically track project activities and their alignment with project outcomes.

#### R2. Programme Monitoring and Reporting

- Support synthesis and dissemination of routine program data and analysis of trends



- Review monthly, quarterly, midterm and final project reports and ensure that necessary corrections have been done by the program staff;
- Support the roll-out of monthly monitoring tools for new program activities Support the creation and maintenance of M&E Frameworks/tools
- Build the capacity of partners on MEAL-related activities through mentoring the project team.
- Develop or advise on monitoring tools and methods for CARE and partners.
- Report/alert to project manager on regular basis on any anticipated program/project issues, risks, implementation status, and any emerging opportunities and threats to the project implementation.
- Support synthesis and dissemination of routine program data and analysis of trends
- Monitor the process on selection criteria and ensure compliance with selection criteria

### **R3: Grant Management**

- Participate in capacity assessment of new sub-grantees and partners
- Perform capacity building for sub grantees on M&E as per the agreed Capacity building plan.
- Review project reports submitted by partners
- Review Partners/ sub-grantees project report and verify the completeness of the data submitted.

### **R4. Learning**

- Work with the project manager, team, and partners in the preparation and dissemination of high-quality reports and program documentation/learning peer organizations, government agencies, and donors.
- Share project lesson best practices with project staff and partners.
- Participate in-country program activities, e.g. the preparation of annual implementation plans, mid-term reviews, and learning workshops.
- Support in revising data collection tools and reporting templates as needed to reflect the continually changing reporting requirements.

### **R5. Evaluations, Surveys, and Assessments:**

- Support the overall process of Surveys and Assessments including data collection among all program sectors, advising, supporting, and helping practically as and where necessary including support to planning, logistics, participant selection, designing questions, and the selection and training of enumerators and investigate the underlying causes of outcomes observed in CARE surveys.
- Act as a focal point for procurement of surveys, assessments, and evaluation materials in the field.
- As requested, conduct a 'lessons learned' assessment and 'recommendations development' workshop following each survey documenting key areas for improvement/amendment at the next survey, ensure findings are used to improve the process of the next survey, and create recommendations for programs.
- Disseminate reports to all relevant partners once verified and approved for distribution.
- Carry out team meetings in all field locations to fully feedback the results of the survey to CARE staff.
- Carry out community meetings in all field sites to feedback results to community members.



- Ensure good coordination and communication with logistics and finance teams in the field on surveys, assessment and evaluation in the field.
- Communicate to programme sectors on upcoming surveys
- Tracking and updating AC/MEAL on progress of surveys recommendations



#### **R6. Accountability to affected populations**

- Support the Accountability focal person in the conduct of Core humanitarian standards training in the field
- Closely work with AAP Officer to inform community on JR programming and AAP aspects; engaging community in analysis and action on Feedback, Requests, Suggestions and Complaints (FRSCOs); supporting the Project Management Committees (PMCs) and Community Accountability Committee (CAC) in organizing meetings; taking minutes; collect and discuss FRSCOs (making use of the Com Logbook);
- Support staff and JR partners in handling FRSCOs, engaging community in handling FRSCOs, referring FRSCOs to 'external parties (eg Cluster lead/members) and follow-up.
- Support in capacity building of staff on JR AAP system, ensuring staff is motivated and actually registering FRSCOs during their day-to-day activities
- Maintaining constructive relation with RRC (handling FRSCOs via this channel).
- Take lead in JR Partners beneficiaries verification to ensure that the most deserving members of community benefit from projects.
- Co-Chair the JR Partners AAP Committee, ensuring that beneficiaries' feedback is acted on a timely manner and the feedback used for JR Partners learning and development.
- Completing the feedback loop with engagement of the communities in the process to find solutions
- Working closely with Accountability focal person in the conduct Accountability Assessments in the field
- Work with the Accountability focal person on the implementation of Complaints and response mechanism (CRM) in the field, in conducting FGD, distribution of Suggestion boxes, field staff and community log books and all types of CRM entry points, collection and collation of entries, data input into CRM database and reporting to the CRM implementation team.
- Any other duty assigned by the Supervisor.

#### **Required Qualifications**

- Relevant Bachelor's degree in Economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- Minimum of 3 years of working experience and demonstrated practical skills in M&E of humanitarian or development-funded projects.
- Previous experience with Epi Info, SPSS, and Excel preferred, familiarity with basic computer packages essential
- Previous experience supporting Peacebuilding, Gender, and Protection related programming is an added advantage
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective measure of progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis



- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an added advantage.
- Enthusiastic, flexible, and with the ability to work long hours

**Desirable:**

Knowledge and understanding of peacebuilding, gender and gender equality, community-driven leadership, and governance.

- Good coordination, communication, and community facilitation skills
- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Good information management skills
- Good written and verbal communication skills in English,
- Flexible work attitude to manage multiple priorities
- Respecting and valuing diversity
- Must be comfortable working in the field.

**HOW TO APPLY**

The position will be based in **Koch**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **17<sup>th</sup> August 2022** and Closing date CARE South Sudan receiving application will be **5<sup>th</sup> September 2022**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan or **Koch Field Office**

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

