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Approved by
Inspector of Labour

09/09/2024



Alight, South Sudan Program
Plot 709 3K-South, Behind Phenicia Supermarket, Off Ministries Road Kololo,
Juba, South Sudan

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September 9th, 2024



VACANCY ANNOUNCEMENT

POSITION TITLE: MEAL Officer
NUMBER OF POSITION: One (1)
DUTY STATION: Aweil West-Republic of South Sudan
REPORTS TO: Technical - MEAL Coordinator | Administrative - Camp Manager
STATUS: Full Time
CLOSING DATE: September 27th, 2024
START DATE: October 2024

COUNTRY PROGRAM OVERVIEW

The overall objective of ALIGHT South Sudan program is to assist South Sudanese to respond and react to community needs. To achieve this objective, ALIGHT implements a multi-sectoral program that includes Protection, Water and Sanitation Hygiene (WASH), Nutrition, Shelter and Settlement, Camp Coordination and Camp Management (CCCM), and Livelihood. ALIGHT is expanding its outreach mechanisms and introducing innovative new initiatives! ALIGHT currently has program activities in Aweil, Ulang, Nasir, Longechuk, Maiwut, Kajo-Keji, and Morobo Counties.

PRIMARY PURPOSE OF THE POSITION

The MEAL Officer will be a part of the Monitoring, Evaluation, Accountability, and Learning (MEAL) team, supporting and strengthening the overall MEAL systems for Alight's programs in Aweil. S/he will ensure that project outputs are routinely monitored, data collected, managed and analysed to meet set goals. The incumbent will contribute to the development of MEAL plans and ensure implementation as guided by the MEAL Coordinator. In coordination with project staff, partners and relevant government departments, s/he will gather relevant information to improve program performance and promote learning. S/he will support KPI tracking, stakeholder management and communication, as well as updating and improving programme reporting. In addition, s/he will ensure that accountability mechanisms are in place for the project and act as the focal point in receiving and channeling customer feedback.



Duties and Responsibilities:

Monitoring and reporting

- Perform regular data verification and data quality assessments/audits for MEAL data based on agreed indicators and address any anomalies identified.
- Maintain and update the overall indicator results frameworks for the country projects and programs.
- Develop MEAL plans and ensure the same is followed up during implementation.
- Ensure updated work-plans and performance management plans (PMPs) regularly reviewing and updating as appropriate.
- Provide alert to the respective staff on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Review monthly progress reports from project staff, giving feedback and ensuring information corresponds with means of verification.
- Collate/prepare reports related to internal and donor/partner reporting such as the quarterly and annual reports.
- Innovate and initiate new approaches and tools on MEAL and provide training to Alight staff as necessary.
- Conduct field monitoring visits to project locations to verify implementation against quality benchmarks.
- Regularly develop and review/revise the data collection tools to meet the ongoing demand for the data collection and other project activities.
- Ensure that cross-cutting issues such as participation, gender, age and disability are effectively addressed/ mainstreamed in all project implementations as part of ensuring accountability.

Evaluation

- Lead in designing and conducting assessments/surveys and evaluations of the project such as baseline surveys, mid-term evaluations, PDMs, needs assessments, specialized studies and final evaluations to include sampling methodologies, data collection instruments, analysis and report development.
- Ensure continuous compilation and communication of learnings to both Alight and relevant stakeholders to improve implementation and better decision making.
- Lead and/or coordinate all assessments, evaluations, research, and performance evaluation tasks including planning and reporting on the same.
- Provide support for annual reviews and reflections with implementing staff and communities and analyze data trends towards objectives achievement.
- Assist in the development of Terms of Reference (TOR) for external surveys and consultant recruitment and selection.
- Coordinate and review survey reports to ensure quality and accurate reporting.
- Provide support to evaluation teams while conducting periodic evaluation of project interventions, as required.



Accountability

- Take lead in establishment, rolling out, institutionalization and monitoring of the Feedback Compliant and Response Mechanism (FCRM) in the field and ensure meaningful participation of the beneficiaries/service users, and other stakeholders.
- Ensure (SADD), Accountability and Gender standards are consistently adhered in programme delivery.
- Maintain regular contact with beneficiaries, community leaders and representatives, and other NGOs, inviting them to participate in monitoring and assessment processes and sharing results with them.

Learning and Capacity building

- Lead the project team and partners in documenting and sharing lessons learnt and provide constructive comments to ensure programme quality.
- Support the implementation of reviews and learning events at project locations, as needed.
- Take lead in capturing quality and meaningful success stories and case studies from customers.
- Capacitate staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports.
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected.
- Attend relevant meetings, participate in communities of practices, and present updates on the project.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out. Additional duties as requested by the supervisors, sector heads or seniors within reasonableness of their level of skills and experience.

Technical Experiences and Requirements

- At least a degree in any development or social science (Economics, Statistics, Monitoring & Evaluation, etc.).
- 2-3 years' proven experience in monitoring and evaluation or research environment initiatives, methodologies and systems with an NGO.
- Excellent written and spoken English skills are highly required and will be evaluated.
- Knowledge of Arabic will be an added advantage.
- Must be a South Sudanese national.
- Previous experience in implementing projects such as WASH, Livelihoods, Nutrition, Shelter and Settlement, CCCM, Protection, is of great interest to this position.
- Proven skills and knowledge in data collection and using Kobo, ODK, Survey CTO, ONA, CommCare and Google application is highly desired.
- Proven skills and hands-on experience in data analysis using Excel, SPSS, STATA, and visualization platform such as Tableau, or Power BI.





- Highly motivated, creative, and self-driven individual with the ability to work with minimum supervision is highly desired.
- Excellent interpersonal skills and the ability to work well within a multi-cultural team environment.
- Experience and familiarity with conducting assessments, surveys, and evaluations of project activities.
- Able to lead and work in team to create synergy and produce excellent results.
- Ability to work under pressure and with sense of multi-tasking without compromising quality of the deliverables or results.

HOW TO APPLY

Qualified and interested candidates should submit their applications which includes the cover letter, together with an updated CV with at least three professional referees addressed to Human Resources Department: Alight South Sudan Program Plot 709 3k-South, Behind Phenicia Supermarket, off Ministries Road, Kololo Juba, South Sudan. with the job title on the subject line of the application.

Applications can also be submitted through the following email address; recruitmentss@WEAREALIGHT.ORG

Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on a regular basis. Only shortlisted candidates will be contacted for an interview. Both Male and Female candidates are highly encouraged to apply.

“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”.

ALIGHT is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. ALIGHT complies with all applicable laws governing nondiscrimination in employment.

The deadline for receiving applications is September 27th, 2023, at 4:30 pm Juba local time.

