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Approved by Senior Inspector,
MOL/REG/PT
20/08/2024



SOUTH SUDAN COUNTRY PROGRAM
Plot 7, Block BVII, 2nd Class
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crs.org | crsespanol.org

JOB ADVERTISEMENT

VACANCY NUMBER: PM/ Akot, Lakes States /007

Job Title: Project Officer (Monitoring, Evaluation, Accountability, and Learning) x 1
Department: Programs
Reports To: Program Manager 1
County/Location: Akot, Rumbek East

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

Job Summary:

You will assist Project implementation by working directly with local partners and community members, coordinating various project activities and events in support of Catholic Relief Services (CRS) work to serve the poor and vulnerable. Your service and community relations skills ensure that the local partners and communities feed in to and benefit from project that consistently applies best practices and continuously work towards improving its impact.

With technical support and help from the program manager, CP MEAL Manager, the MEAL officer will ensure that the project MEAL system is designed and functionalized, data collection tools, and that beneficiary database and indicators tracking tables are completed and correctly used by project staff. S/He will participate in all other aspects of MEAL like surveys, baselines, evaluations, success stories, and learning workshops, events, and reporting. The MEAL officer will also ensure that a feedback and responses mechanism is established and functionalized across all project locations.

Job Responsibilities:

1. Program Planning and Assessments

- Support the development of the project MEAL system and tools for data collection and reporting.
- Coordinate and lead all planned project field-level assessments including baseline surveys and other sector-specific assessments such as livelihoods, income generation activities, market assessments, and social cohesion.

II - Approval is hereby granted



HEADQUARTERS
228 West Lexington Street
Baltimore, MD 21201-3443

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21 AUG 2024



- Ensure proper documentation of all MEAL processes and outcomes (tools, guidelines, datasets, analysis worksheets, and reports).
 - Participate in project coordination and planning meetings
- 2. Monitoring and Evaluation**
- Produce monitoring checklists and conduct field process monitoring, quality assessment, and data validation, and provide feedback and recommendations for timely improvement
 - Work with project officers to ensure quality programming and adherence to minimum CRS MEAL standards.
 - Conduct data verification and data quality checks for information entered into the project database and reports.
 - Ensure that the MEAL plans include a periodic process for intentional learning and reflection from assessments, program progress monitoring, etc, to improve program quality.
 - Track and provide feedback on achievement of key performance Indicators
- 3. Accountability**
- Together with the program team undertake accountability activities, including the development and use of information-sharing materials.
 - Set up and manage contextualized feedback and response mechanisms. system that will ensure that beneficiary feedbacks are logged and addressed in a professional and timely manner.
- 4. Reporting**
- Track reporting deadlines for MEAL activities and ensure these are timely submitted to project officers.
 - Timely consolidate the monthly indicator tracking table from the different counties.
 - Review progress and technical reports and provide MEAL input, feedback, and recommendations.
 - Work with other project officers to document success stories, lessons learned, and case studies
- 5. Capacity Building and Accountability**
- Supporting training and capacity development of project staff in MEAL including areas of program assessment, design, monitoring, evaluation, accountability, and learning methodologies as well as ICT operations.
 - Support the training of local communities on community-based MEAL approaches such as feedback and response mechanisms
 - Provide feedback on reports and data collected to help improve quality and timeliness.
- 6. Information Management, Innovation, and Learning**
- Regularly update project beneficiary database and indicators tracking tables



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- Support the coordination of project review meetings to facilitate dialogue and learning on project/program implementation with partners.
- Ensure that the mobile data collecting devices are updated regularly updates and data synced to the server.
- Support capacity building of program staff on the use of ICT platforms.
- In collaboration with the Program Manager, facilitate project-based learning events to capture, document, and disseminate lessons learned for internal and external purposes.

Typical Background, Experience & Requirements:

QUALIFICATIONS

- A bachelor's degree in social sciences, Agriculture Economics, or other relevant areas
- At least 3 years of MEAL experience with a humanitarian organization
- Proven technical skills in monitoring, evaluation, and experience with both qualitative and quantitative data collection and analysis
- Capacity-building experience in project monitoring, reporting, and evaluation
- Computer knowledge including Word, Excel, Lotus Notes, and PowerPoint
- Strong skills in written and spoken English
- Knowledge of the local language is also a requirement.
- Excellent analytical, presentation, and report-writing skills.
- Strong interpersonal and communication skills and the ability to work under pressure to tight deadlines.

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

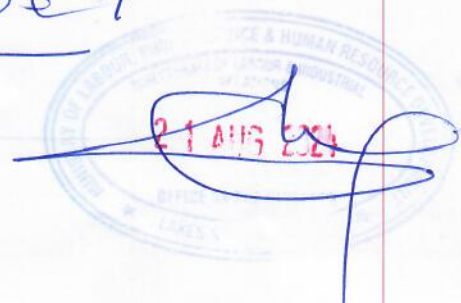
- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

Required Languages – Fluency in English and local languages.

Travel - The position is based in Akot in Rumbek East, with up to 60% traveling to implement project activities.



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Key Working Relationships:

- **Supervisory:** Non
- **Internal:** Program Manager; Field Area Coordinator; Microfinance and Adult Literacy Officer; Livelihoods Officer, and Social Cohesion Officer, Gender, and Protection Officer
- **External:** Partners such as Local Government Authorities, other NGOs, and UN agencies

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

MEAL competencies for the position

- Adapts MEAL principles, approaches, systems, and tools, as needed, in emergency contexts.
- Documents and communicates project achievements, successes, challenges, and learning internally and with external stakeholders
- Ensures quality in the management of evaluation data.
- Involves community members in the design and implementation of MEAL systems in a way that increases project appropriateness and impact

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS prioritizes candidates who are citizens/ permanent residents of the country & States where we have CRS offices.



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CRS is an Equal Opportunity Employer

- ❖ **By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.**
- ❖ **Female candidates are HIGHLY encouraged to apply.**
- ❖ **Only short-listed candidates will be contacted.**

Application Submission:

Interested Candidates should apply through this: <https://form.iotform.com/233113181965555>
Please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID not later than **September 6, 2024**.

- Female candidates are highly encouraged to apply.
- Only short-listed candidates will be contacted.



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