

Jesuit Refugee Service – South Sudan

COUNTRY MEAL OFFICER

Location: Juba, Central Equatorial State, South Sudan

Application Closing Date: 26th August 2021

Position opened to: Internationals and nationals with at least 5 years continuous experience working with an international NGOs and with large institutional donors.

Salary Range & Benefits: To be discussed with successful candidate

Organizational Context:

The Jesuit Refugee Service (JRS) is ministry of the Society of Jesus, incorporated as an international non-governmental organization with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organization was founded in November 1980 and now has a presence in over 50 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome. JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the field of education, emergency assistance, and psychosocial support and livelihood activities. Currently, more than 724,000 individuals are direct beneficiaries of JRS projects.

Position Description:

The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer is entrusted to establish a clear, cohesive, and integrated MEAL systems in JRS SS, aligned with JRS Global MEAL system; and lead and/or use the information generated from the MEAL system to establish, develop and communicate the IMPACT of the JRS projects and programmes. This position is also entrusted with ensuring the mainstreaming of Gender and ensuring the Gender Equality Outcomes contribute to the Goals laid in the Strategic Plans.

The Post Holder is accountable to lead the MEAL system implementation of JRS SS and ensure it results in the availability of timely and accessible evidence; information of learning, assessments, evaluation, and research that will help measure overall impacts/results of JRS SS projects and Programs. Besides, the Post Holder is also accountable to ensure information and evidence of impacts are used in programme development and advocacy: new concepts or proposals development; policy advocacy; improvement of programs implementation; in tracking the progress of country strategy and programs; and in strategic decision-making process by the SMT and Managers. Moreover, the Post Holder will ensure the tracking of gender equality outcomes, documenting and learning knowledge generated internally and externally and support design and implementation of programs to achieve high impact. Thus, the Post Holder ensures initiatives are gender transformative in their approach and hence are informed by gender analysis, gender strategy and gender equality result changes that seek to change the position of women in society -empowerment, increased voice of women and their organisations as well as their constituencies.

The Post Holder is expected to work across projects and programs in JRS SS and build and develop capacities of the staff around MEAL and Gender. Working with SMT and other relevant staff, as well as experts in the IO office, the Post Holder is expected to play a pivotal role in the tracking of achievement of organisation Goals and Outcomes. The JRS South Sudan **Monitoring, Evaluation, Accountability and Learning (MEAL) Officer** a member of the wider **National Senior Management Team**.

Key Responsibilities:

Monitoring and Evaluation-35%

- Design and implementation of the Country MEAL SYSTEMS liaising with the IO team to ensure cohesive and clear project specific MEAL plans that will help produce key information and evidence of all projects funded by various funding streams; and hence utilizes the IO MIS

toolkit (Suitable for Smartphones like KOBO, etc) for data collection and analysis that could be used across projects and updated overtime.

- Liaising with the IO support in roll out initiatives to make uniform and streamline MEAL across country programs.
- Develop and update a tracking system for monitoring output and outcome Indicators. Analyze the data and information continuously gathered and share the report that will help determine if projects are on track and make recommendations.
- Lease with the IO team to ensure Evaluations are carried out as per the policy and document lessons learnt and management responses and ensuring that the recommendations are reflected in ongoing and new projects design.
- Support the development of Impact evaluations carried out by external consultants. Act as a constant technical lead in the country on any Impact evaluations initiated by JRS.
- Ensure that equality, risk and vulnerability, protection and conflict sensitive programming are adequately addressed in the design of project indicators and in the M&E tools and implementation of M&E activities.
- Lead and provide technical support in design of qualitative and quantitative tools, collection of data in field locations including internal projects evaluation, post distribution monitoring, data analysis and relevant information management systems in a timely manner.
- Analyze monitoring data, produce statistics and charts, and ensure the results feed meaningfully into program design and implementation plans to facilitate evidence-based programming
- Assist in improving and monitoring databases and ensuring that assistance to beneficiaries is timely tracked.
- Generate high quality, evidence-based evaluation reports, assessment reports and lesson learning notes and technical review of the donor reports to reflect MEAL and IMPACT findings.
- Ensure that all assessment/evaluation reports meet JRS' evaluation criteria and promote the integration of recommendations and lessons learnt in project planning and future programming.
- Oversee knowledge sharing across teams and ensure that monitoring and evaluation results are understood and used to improve Programmes. This includes the sharing of data and high-quality MEAL reports with programme teams, partner organizations, cluster partners and donors.
- Maintain and improve the indicator performance tracking system and coordinate with Project Directors and programme Managers as well as technical coordinators and other relevant departments to ensure that all projects are on track.
- Support in proposal writing through MEAL strategy/MEAL Plans for the projects and in particular drafting of the Log frames.
- Represent JRS SS MEAL at relevant donor and inter-agency meetings.

Accountability -10%

- Design and roll out the Periodic Feedback and Complaints and Response Mechanism (CRM) to ensure accountability and address issues of conflict sensitivity and quality programming.
- Design and rollout CRM in selected places on pilot basis and later replicate across projects.
- Oversee the implementation and continued review and enhancement of JRS SS accountability and quality initiatives, including an effective complaint response mechanism, ensuring that they are integrated into the Programmes and improve the design considering the current contexts/incidents.
- Orient program staff and partners on the basic principles and practices of beneficiary accountability.
- Support programming staff to incorporate participatory methods into community level M&E systems and tools.

Learning-10%

- Put in place a system for collecting and sharing lessons learnt within and across projects and Program offices. Ensure lessons learnt meetings are conducted at the end of projects (appropriate to length, scale, and complexity) to highlight cross-project components aimed at replicating good practices and strengthening synergies between projects or programmes.
- Promote learning and assist response team on documenting and implementing lessons learned and good practices.
- Provide capacity building to relevant Managers and Coordinators and MEAL staff in key areas of project planning, M&E, Accountability, Qualitative and Quantitative research techniques, and analysis.
- Technical management of MEAL team, creating a suitable MEAL structure across all areas and the Country Office to ensure adequate MEAL support.
- Consolidate and support documentation of lessons learned, ensure that it's included in all new project development and annual planning processes.
- Ensure Gender Age and Diversity indicators are included in all projects and programs and ensure disaggregated analysis of indicators in all projects, programs, and research products.
- Support the elaboration of success stories through the Most Significant Change technique in liaison with IO

Gender and Cross cutting Issues-25%

- Develop tools and guidelines to help ensure quality gender transformative programming throughout the project. The post holder is expected to liaise with the IO Gender Specialist for ensuring the JRS approach to Gender Equity is consistently applied; and impacts are monitored.
- Conduct Gender Analysis and create a shared understanding about the outcome to various stakeholders as well as develop strategies on how best to address them sustainably.
- Review and validate gender related targets and indicators of the project and consult with the relevant International Advisor on how best to continuously strategies with the aim to achieve targets.
- Closely work with each team/ thematic lead so that Gender issues are effectively mainstreamed issue by issue and sector by sector with relevant indicators updated as indicated above.
- Develop capacity of the staff and stakeholders in Gender and development issues through on the job training and tailored trainings.
- Ensure that the different community level institutions do receive sufficient support to become more empowered agents of their development.
- Conduct regular field visits to ensure all staff are familiar with gender equality tools and approaches to be used in day-to-day programming.
- Developing a structured approach to mainstreaming conflict sensitivity based on the outcomes of the baseline conflict sensitivity assessment and analysis done for JRS SS.
- Ensure a joint (due staff participation) Conflict sensitivity analysis is carried out on a periodic basis in each programme Area; and the outputs are clearly articulated and communicated with for a common and shared understanding and implementation of the key issues identified.
- Identify critical elements of conflict sensitivity that will help inform impact as well as future programme design and implementation. The gendered nature of conflict will have to be continuously monitored and addressed, amongst others.

Capacity Building 20%

- Conduct training for enumerators, M&E and program staff on M&E tools and methodologies, mobile data collection, database management, accountability mechanisms, and related topics.
- Provide training as required on best practice tools for the implementation of gender mainstreaming to all project and partner staff.

- Provide technical support to staff following completion of the trainings.
- Contribute to the planning and implementation of campaigns around gender action/awareness raising.
- Provide technical support to programme staff on the implementation of gender sensitive programming and support coordinators in carrying out gender analysis and gender related assessments, developing and monitoring gender sensitive indicators.
- In liaison with IO, promote a work culture in line with JRS values: promotion of international and national talents, collaboration, and uniform adherence to JRS programming principles.

Supervision

- The Country MEAL Officer is under the supervision of the Country Director.

Qualifications and experience

- Bachelor's or master's degree in statistics, demographics, Economics or international development preferred
- Minimum of five years of experience working in the field of monitoring and evaluation
- Proven success in designing, implementing, and operating M&E systems.
- Experience in strategic planning and project performance management, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans
- Knowledge of the major evaluation methodologies (qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies
- Experience in planning and managing surveys, developing, and refining data collection tools, and with data quality assessments and oversight
- Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and meet deadlines
- Ability to synthesize complex information and communicate it effectively to diverse audiences; ability to design and implement efficient workflows and procedures
- Ability to manage critical relationships with Donors and engage a wide range of stakeholders including, institutional partners, potential donors.
- Fluency in English; excellent written and oral communication skills, including facilitation and cross-cultural communication.
- Strong attention to detail, organizational and time management skills
- Computer proficiency in Windows environment (Microsoft Word, Excel, Access, PowerPoint) etc...

Required core values

- Good understanding of and compatibility with the values of JRS.
- Commitment to JRS's mission, vision, and values; the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and to advocate for their right to protection and a life in dignity.
- High integrity, honesty, and confidentiality; ability to deal tactfully and discreetly with people, situations, and information.
- Acceptance of diversity and inclusion as a core value

Submission Requirements

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three professional referees. Please note that only official email addresses for referees will

be accept. Kindly send the application to sds.recruit@jrs.net by 5pm South Sudan local time closing date **26th August 2021** or hand delivery to JRS-Juba, South Sudan office in Tomping next to India Embassy.

PLEASE NOTE: due to urgent need to fill this vacant position, we will be reviewing the application as we receive. Only candidates who apply by the deadline and who can demonstrate experience of overall strategic Monitoring, Evaluation, Accountability, and Learning management processes should apply, this position is open to Internationals and nationals with at least 5 years continuous experience working with an international NGOs and with large institutional donors. only short-listed candidates will be contact and only candidates who reached to final oral interview will be inform of interview outcome. **Female candidates are highly encouraged to apply.**

Commitment to Child Safeguarding:

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) serious and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.