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Approved by
S/Minister of Labor & Lobsa
07/05/2024
07 MAY 2024
MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN

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.

Position:	MEAL Officer
Department:	Program
Location:	Wau
Reports to:	Area Manager

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 Manager.

JOB RESPONSIBILITY 1: 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 databases are kept up to date including an excel based indicator table.
- Ensure the implementation/compliance of monitoring systems to systematically track project activities and their alignment with project outcomes.

JOB RESPONSIBILITY 2: Programmed 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 made 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

JOB RESPONSIBILITY 3: 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 lessons and 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

JOB RESPONSIBILITY 4: Performance Management, Training and Development

- Oversees the development and implementation of performance management systems,
- Ensures that performance management systems are designed to drive performance and achieve organizational goals. This includes setting clear performance expectations, providing regular feedback, and linking performance to rewards and recognition.
- Identifies high-potential employees and develops talent pipelines to fill key roles within the organization, ensuring a strong leadership pipeline and continuity of talent.
- identifies opportunities to improve organizational effectiveness and efficiency through monitoring and evaluating individual and team performance.
- Develops training and development programs to build the skills and capabilities needed to support current and future organizational needs. This includes technical skills, leadership development, and soft skills development.
- Supports career progression and enhances employee engagement and retention through providing opportunities for employee growth and development.
- Works closely with CARE programs and Projects that support women Led Organization at the country office. Map all the WLOs supported by CARE and identify gaps that require HR support.
- Develops trainings and capacity building programs aimed at promoting and enhancing WLO's capacity to be efficient and deliver women related services to the community.

JOB RESPONSIBILITY 5: Evaluations, Surveys, Assessment and Accountability to affected populations



- 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.
- Carry out team meetings in all field locations to fully provide feedback on 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.
- Act as 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 logbooks and all types of CRM entry points, collection and collation of entries, data input into CRM database and reporting to the CRM implementation team.

- Communicate to programmed sectors on upcoming surveys
- Tracking and updating AC/MEAL on progress of surveys recommendations



**Qualifications (Know How)
Required**

- Relevant bachelor's degree in economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- Minimum of 2 years of working experience and demonstrated practical skills in M&E of humanitarian or development-funded projects.
- Previous experience supporting Gender and Protection related programming
- 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



Desired

Knowledge and understanding of 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.



Previous experience with Kobo collects, and Excel preferred, familiarity with basic computer packages essential.

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HOW TO APPLY

The position will be based in Wau. This position is ONLY open to South Sudanese Nationals. Opening Date **7th May 2024** and Closing date CARE South Sudan receiving application will be **27th May 2024**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan, or CARE Juba Head Office/CARE Wau Field Office

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

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

