



CATHOLIC RELIEF SERVICES' JOB ADVERTISEMENT

VACANCY NUMBER: MLO/AKOT/012

Job Title: Project Officer (Monitoring, Evaluation, Accountability, and Learning) x 1
Department: Supporting Livelihoods for Agropastoralists in Lakes State Project (SLALS)

Salary Grade: 7

Reports To: Program Manager

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:

Supporting Livelihoods for Agropastoralists in Lakes State project is funded by Global Affairs Canada. The project will diversify livelihoods opportunities (on-and off-farm) for pastoralist cattle camp communities, reduce barriers to women's participation in agricultural and pastoral livelihoods, address sexual and gender-based violence, and support peaceful coexistence between communities in Yriol West (Mapourdit and Aluakiak) and Rumbek East (Akot) counties in Lakes State, South Sudan.

With technical support and help from the Program Manager, CP MEAL Manager, the postholder will ensure that the project MEAL system is designed and functionalized, data collection tools, beneficiary database and indicators progress tracking tables are completed and correctly used by project staff. S/He will lead and participate in all other aspects of project MEAL like surveys, gender assessments, baseline survey, evaluations, success stories, and learning workshops, events, and reporting as required by the donor. The MEAL officer will also ensure that a feedback and responses mechanism is established and functionalized across all project locations. Together with the Social Cohesion, Gender, and Protection Officer, the MEAL Officer will ensure that the gender component is integrated in all project activities and reporting.

Job Responsibilities:

1. Program Planning and Assessments

- Support the development of a gender responsive project MEAL system and tools for data collection and reporting as per Project Performance Measuring Framework (PMF).



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- Coordinate and lead all planned project field-level assessments including gender assessments, baseline surveys and other sector-specific assessments such as livelihoods, income generation activities, market assessments, and social cohesion.
- Provide technical assistance and support in designing and conducting gender analyses and assessments, and developing toolkits, resource guides and other technical resources.
- 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 gender responsive monitoring checklists and conduct field process monitoring, quality assessment, and data validation, and provide balanced feedback and recommendations for timely improvement.
- Work with other project officers to ensure gender component is integrated in all project activities.
- Conduct data verification and data quality checks for information entered 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 outlined in the PMF.

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, 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
- 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 work experience in design, monitoring and evaluation of gender projects which ensured that gender issues are mainstreamed in all project activities.
- Proven technical skills in monitoring, evaluation, and experience with both qualitative and quantitative data collection and analysis.
- Strong understanding of gender equality concepts and demonstrated experience in applying gender based analytical tools and conceptual frameworks in programming.
- Experience in collecting and formulating gender responsive indicators and sex disaggregated data and preparing gender responsive project analysis and action plans.
- Excellent analytical, presentation, and report-writing skills.
- Knowledge of the local languages in Rumbek East and Viroi West is a requirement.
- Strong interpersonal and communication skills and the ability to work under pressure to tight deadlines.

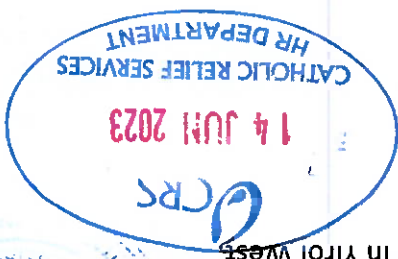
Agency-wide Competencies (for all CRS Staff):

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 in Rumbek East and Viroi West

Travel - The position is based in Akot in Rumbek East, with up to 60% traveling to implement project activities in Aluak and Mapudt payams in Viroi West.



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.

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

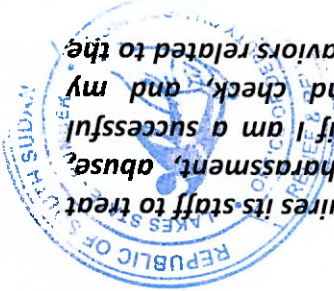
CRS' talent acquisition procedures reflect our commitment to protecting children and

vulnerable adults from abuse and exploitation.

By applying to 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 comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

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 link
<https://form.iotform.com/231634948561564>

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 **June 3, 2023**.

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