



**HEALTHCARE**

**FOUNDATION  
ORGANIZATION**

*To improve and advance the "Quality of Healthcare" in South Sudan and its Regions*



**JOB VACANCY ANNOUNCEMENT  
VA/HFO/SSH/064/2022**

|                      |   |
|----------------------|---|
| <b>Job title:</b>    | Roving M&E Officer (1 position)                 |
| <b>Reporting to</b>  | MEAL Health Manager                             |
| <b>Department:</b>   | Health  |
| <b>Hours:</b>        | 40 hours per week                               |
| <b>Duty station:</b> | Juba, South Sudan with 70% and 30% in the field |
| <b>Opening date</b>  | December 23 <sup>rd</sup> , 2022                |
| <b>Closing date</b>  | January 13 <sup>th</sup> , 2023                 |
| <b>Starting date</b> | ASAP  |

**BACKGROUND**

Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, Ayod and Canal/Pigi Counties), Upper Nile state, Panyikang county, Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Regional Office in Sudan with head office in Khartoum, White Nile State, and the Blue Nile States. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 population through developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at [www.hfo-ss.org](http://www.hfo-ss.org) We wish to recruit interested and qualified applicants for the following position:

**OUR VISION STATEMENT**

HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance.



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# HEALTHCARE FOUNDATION ORGANIZATION

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## OUR MISSION STATEMENT

HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

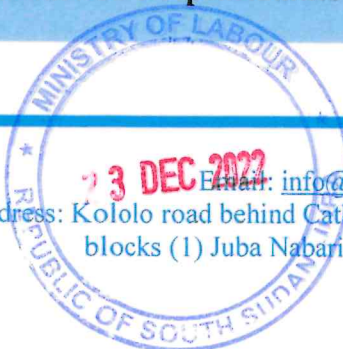
## 1.0 PURPOSE OF THE POSITION:

### 1.1 Specific Responsibilities:

**Scope:** The Healthcare Foundation (HFO) is seeking dynamic, analytical, and highly motivated individuals for the position of Roving MEAL Officer to be based in the HFO Country Office, Juba. The ideal candidate should have experience in NGO in the area of program/project Monitoring and evaluation accountability and learning (e.g. design, management, monitoring, evaluation, and client responsiveness mechanisms, etc..) and has concrete experience with monitoring and evaluation, and tracking systems/tools, M&E software, and processes; and setting client responsiveness mechanism in an emergency, collect and respond for client's feedback and complaint timely. The MEAL Officer contributes to the overall program quality through the coordination, and implementation of enhanced monitoring and evaluation system, accountability, and learning strategies. The emphasis is supporting Juba-based sectoral and field-based MEAL staff on MEAL tasks by providing direct support where there are demanding MEAL activities. This position is based in Juba Health and Nutrition Unit but required to have frequent travel (75%) to the field offices and intervention areas/internally displaced persons and host communities to provide technical support. The Roving MEAL Officer will report to the MEAL Manager and Health Department team to facilitate the implementation of key MEAL activities like (Distribution tracking, Distribution monitoring, Post Distribution Monitoring, Feedback collection, and tracking, learning documentation, etc.) and collaborate with IRC concerned person for direct and subgrant monitoring including health and nutrition team. The position holder will be in the forefront line to be deployed to a place where there is an onset of emergency in the operation areas and whenever MEAL support is needed in the field offices.

## 2.0 Main Job Responsibilities

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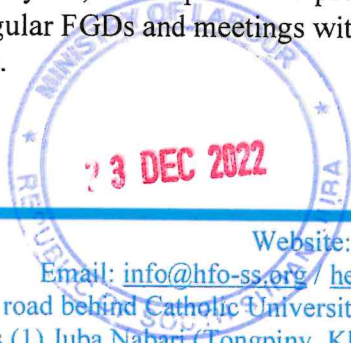


### Monitoring and Evaluation Systems

- Support the MEAL Manager in the project MEAL plans preparation of REACH project grants.
- Support the Health MEAL Manager in data collection, synthesis, analysis, and interpretation.
- Develop and/or update M&E tools, databases, and monthly reporting formats in close consultation with Health MEAL Manager.
- Support Programs in assessments and surveys, mobile data collection using Kobo Collect, COMM care, or any other design system, and the HFO apps to collect and analyze data.
- Support the Field Office MEAL team in Monitoring, Evaluation, Accountability, and Learning activities, especially where there are high demands during times of immunization and Surveys.
- Support the partnership manager in monitoring, evaluation, accountability, and learning activities especially related to subgrants activities funded by IRC.
- Conduct regular data quality reviews against the Completeness, Accuracy, Consistency, and sample projects for data quality audits as relevant and provide recommendations for the MEAL team
- Provide support on data collection, quality assurance, management, and storage.

### Client Responsiveness (Accountability)

- Prepare/Update/Review Feedback Plans and establish appropriate and preferred feedback channels for REACH grants and projects in coordination with the health department team, Health MEAL Manager, and field-based MEAL staff if applicable
- Lead and coordinate processes to collect, review and respond to client feedback at the provincial level.
- Set up feedback mechanisms to collect and respond to client feedback both proactive and reactive and regularly promoted through different media and clients' feedback is regularly collected, analyzed, and responded to promptly.
- Organize regular FGDs and meetings with different stakeholders to solicit feedback on HFO's work.





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- During immunization, establish a help desk/information table for the community members to answer clients' comments/questions. After the immunization, prepare help desk reports on the immunization.
- Prepare client responsiveness reports based on consolidated analysis of client feedback recorded via proactive and reactive channels, to be discussed at field meetings, project review meetings for analysis and decision making at the provincial level.
- Ensure the utilization of monthly report and dashboard are regularly checked by the health department team in field project intervention location and client feedbacks are taken into account for future programming.
- Work closely with the health MEAL Manager in planning and conducting Post Distribution Monitoring Surveys and Exit Interviews.

## Assessment, Learning, and Documentation

- Ensure relevant, timely, and quality support on assessments, surveys, and internal baseline/evaluations, i.e., support in developing the survey tools, digital data applications, data analysis, and report writing.
- Organize and attend semi-annual meetings with the Health MEAL Manager, and the health and nutrition department team on project monitoring and learning updates, achievements, challenges.
- Provide documentation and dissemination of key findings stemming from monitoring, assessment, evaluation, and other learning activities.
- Track and ensure organized, comprehensive electronic filing of lessons and validated findings/analyses from baseline and evaluations.

## Capacity Building

- Support the health MEAL Manager in the capacity building of HFO staff.
- Provide technical capacity building to the field-based program team

Competencies

### 3.0 Core Values:

- Respect for Diversity.

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- Integrity.
- Professionalism.
- Effectiveness
- Innovation

## 4.0 Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues.
- Accountability.
- Creative Problem Solving.
- Effective Communication.
- Inclusive Collaboration.
- Stakeholder Engagement.

Leading by Example.

Knowledge and understanding of the social, cultural and political context of South Sudan and its relation to gender.

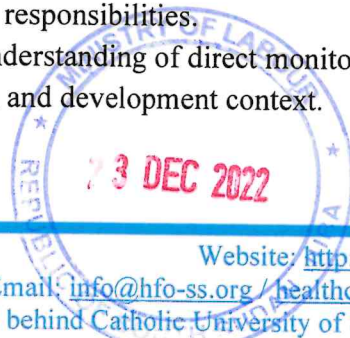
## Required Skills and Experience

### 5.0 Education:

- Minimum of bachelor's degree in development studies, social sciences, Statistics, Economics, and/or other relevant fields with at least three years of relevant professional work experience.

### 6.0 Experience:

- Minimum of 3 years of proven experience with the first degree and 2 years of relevant experience for postgraduate degree holders preferably in an international NGO, in a similar role/with similar responsibilities.
- Demonstrated understanding of direct monitoring and evaluation experience, specifically in the humanitarian and development context.





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- Proven experience developing tools and systems for, and building the capacity of others in skills related to, program tracking and documentation.
  - Knowledge of monitoring and evaluation methodologies, including logical models, conceptual frameworks, and assessment/evaluation.
  - Proven experience in implementing client complaint and feedback mechanisms.
  - High proficiency in Microsoft Word and Microsoft Excel.
  - Preferred knowledge of mobile data collection tools such as Kobo Collect or Commcare.
  - Familiarity with information management systems and analysis software is a plus.
  - Effective, high-quality communication, writing, and interpersonal skills are crucial.
- **Personal specifications:**
  - Ability to work under pressure, long work hours, and high workload.
  - Ability to independently coordinate work and prioritize tasks.
  - Experience in Emergency Settings
  - Self-motivated, honest, highly responsible, and punctual.
  - Ability to work both independently and as part of a team.

## 7.0 Languages:

- Fluency in English is required.

## 8.0 HFO STATEMENT:

- HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.
- In accordance with these values, HFO enforces policies on beneficiaries, partners, and services providers to protect the Vulnerable groups from being exploited and to ensure a safe environment free from harassment.

## HOW TO APPLY:

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- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **January 13<sup>th</sup>, 2023 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: [recruitment@hfo-ss.org](mailto:recruitment@hfo-ss.org) and copy [recruitmentshfo.org@gmail.com](mailto:recruitmentshfo.org@gmail.com)
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed, and please find the address of the HFO Office below this advert.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off Catholic University of South Sudan or Near to UNIDOR Office
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

***HFO Employment statement:** Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status*



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