



**JOB ADVERTISEMENT**

**POSITION:** Senior Monitoring Evaluation, Accountability and Learning Officer  
**LOCATION:** Juba  
**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God-given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Senior Monitoring Evaluation, Accountability and Learning Officer to be based in Juba.**

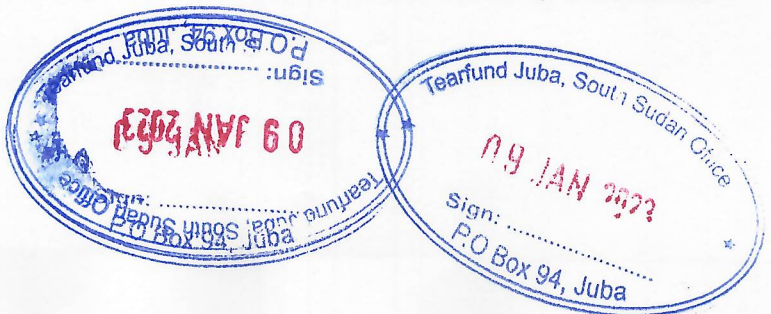
**JOB OVERVIEW**

The Senior Roving Monitoring, Evaluation, Accountability and Learning (MEAL) Officer (SMO - R) reports to the MEAL Manager and is responsible for providing technical support to and builds capacities of the field based MEAL Officers to enable the Area Coordinators and Project Managers deliver on the MEAL components of the approved grants in their specific locations. S/he is responsible for ensuring that field based MEAL Officers attain the donor and Tearfund's threshold for quality assurance and Accountability to the Affected Populations (AAP) . The Senior Roving MEAL Officer works closely with the Technical Advisors, the MEAL Manager and the project managers to ensure quality and effectiveness of project activities throughout the project cycle. with the view to supporting the country program to realise quality project outcomes and to document and present the same in a manner that is impactful and of high quality. To this end, he/she will provide technical assistance, advice and training on key aspects of MEAL that would shape the country MEAL framework and ensure that all project outcomes are achieved.

The Senior MEAL Officer also supports the MEAL Advisor in ensuring that project reviews, post-distribution monitoring exercises and evaluations are planned for and executed in a timely manner and are fully aligned with the project designs. The SMO will support the MEAL Advisor in ensuring staff and Partner teams maintain an effective monitoring system across all sectors, including the use of beneficiary feedback data, to assure the quality of interventions

**POSITION IN THE ORGANIZATION**

1. Grade: A6



2. Reports to MEAL Advisor
3. Dotted line responsibility to Area Coordinators
4. Close collaboration with: Area Coordinators, Project Managers, Technical Advisors and Grants Team

## TEARFUND'S CHRISTIAN CULTURE

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

## ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model Godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.



Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

## KEY RESPONSIBILITIES

### Program Support Function Management/ Country Strategy development and reporting:

- Support the Area Coordinator, Project Managers and MEAL Coordinator in implementing Tearfund Quality Assurance Standards.
- Support the Area Coordinator, Project Managers and MEAL Coordinator in promoting mutual understanding and ownership, with emphasis on commitment to quality standards amongst all staff and partners
- Monitor that good working relationship exist between project staff and the project communities and beneficiaries.
- Ensure that appropriate project information is publicly available to beneficiaries and support field staff to provide an accurate understanding of Tearfund and the programme.
- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate inputs from staff in the strategic planning process



- Monitor and report back on humanitarian situation in the project areas, and make recommendations on community needs, vulnerabilities/capacities and suggested responses
- Work with MEAL Manager in strengthening the Results Monitoring Framework to ascertain performance progress against the Country Strategy.
- Work with Partnership and Program Support officer to ensure individual project information is up-to-date on TRACK and follow up with relevant staff members is prompt.
- Support the MEAL Manager to ensure all relevant project focal points and programme staff have the necessary skills in and are able manipulate TRACK in the designing, monitoring and evaluation of projects

**MEAL System Implementation:**

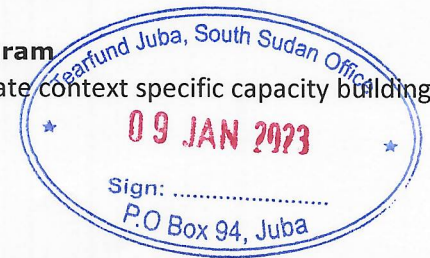
- Support MEAL Manager to develop and roll-out organisational MEAL system (emergency & development), ensuring full accountability to donors and beneficiaries.
- Promote all aspects of MEAL to support the creation of an organisational culture that prioritizes quality, results-based programming.
- Build strong relationships with colleagues and provide support as required to ensure the MEAL system is understood, accessible, used and supported in the field bases.
- Work closely with the program and MEAL Officers to ensure that MEAL becomes an integral element of project implementation leading to enhanced quality, accountability, management, and impact.
- Review the location AAP systems and support MEAL Officers to ensure the beneficiary accountability mechanism meets sensitivity and other quality standards
- Support field based MEAL officers to actively solicit feedback from the beneficiaries regarding the projects and that the feedback / complaints-handling procedures are contextual, effective, accessible and safe for beneficiaries, project staff, and other stakeholders

**Proposal development, Project Implementation, Monitoring and Reporting:**

- Support MEAL Manager and Grants Team in providing timely information required for proposal development.
- Support the MEAL Manager in ensuring that baseline studies for all new projects are undertaken in a timely manner
- As delegated by MEAL Manager, support the process of ensuring new projects have quality baseline studies with benchmarks that make it possible to track and report on individual project performance.
- Provide technical support to teams and consultants to undertake needs assessments and project evaluations as needed.
- Guide the regular sharing of the outputs and the MEAL findings with project staff and implementing partners
- Work closely with the Project Managers and MEAL Officers in gathering, analysing and preparing M&E data for reporting purposes.
- Work with MEAL Officers and MEAL Manager in ensuring that data cleaning and analysis is accurate within and across project teams, providing technical support as required
- Ensure adherence to reporting calendars and work closely with MEAL Manager to ensure submission of quality reports for both emergency and development programs promptly and with high quality information.
- Support MEAL Manager and work with Partnership Unit to ensure timely support for partners to conduct periodic risk assessments and prepare appropriate mitigation measures.

**Knowledge management and learning across the country program**

- Champion a culture of continuous learning on MEAL and facilitate context specific capacity building sessions for the Tearfund team on identified gaps



- Work closely with field based MEAL Officers, Technical Advisors and Project Managers in identifying training needs and support the capacity building and development of the MEAL team.
- Alongside the technical and project teams, lead learning workshops to provide feedback and facilitate discussions on how to improve results across projects and across partners.
- Support the induction of new MEAL staff, ensuring their familiarity with Tearfund's mandate, values, quality standards, policies and programme objectives as they relate to MEAL.
- Provide supervision, guidance and monitoring support for field based project staff, ensuring clarity over MEAL plans and priorities and encouraging effective team work.
- Attend relevant inter-agency workshops, conferences, inter-agency coordination and sector coordination meetings as required.
- Host occasional visits to project sites by interested personnel.



**Spiritual Leadership**

- Support staff's spiritual well-being and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

**Other Information**


- Tearfund seeks, as an organization, to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.

**Person specification**

Job Title: **senior Monitoring, Evaluation, Accountability, and Learning Officer**

	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in Monitoring &amp; Evaluation, Statistics, Development Economics or related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of Community Development/mobilisation</li> <li>● Nurse with proven knowledge in relief and development issues</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Minimum Four (4) extensive hands-on experience managing MEAL in both emergency and development contexts preferably in – FSL, Nutrition, health, WASH, Protection/GBV and Peacebuilding.</li> <li>● Excellent interpersonal and communication skills including influencing, negotiation and coaching.</li> <li>● Cultural awareness and ability to work well in an international environment with people</li> </ul>	<ul style="list-style-type: none"> <li>● Experience with NGOs</li> <li>● Previous deployments in complex conflict situations.</li> <li>● Previous experience in South Sudan.</li> <li>● Remote management/contingency planning</li> </ul>



	<ul style="list-style-type: none"> <li>from diverse backgrounds and cultures</li> <li>Results orientation, with the ability to challenge existing mindsets.</li> </ul>	
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Exceptional ability to analyse data and translate it into relevant information for project actors.</li> <li>Mastery of mobile data collection tools and methods e.g. Kobo, CommCare, OD Collect as well as proficiency with Microsoft Excel, SPSS, STATA, Epi Info, etc</li> <li>Ability to identify information needs and evidence gaps and integrating evidence from a variety of sources.</li> <li>Ability to oversee or lead project baseline, endline, post-distribution monitoring surveys and related studies</li> <li>Excellent written and verbal communication skills in English.</li> <li>Ability to collate, analyse and report data in a clear, and coherent manner.</li> <li>Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Safeguarding policies.</li> <li>Ability to live in remote, difficult locations for periods of time.</li> <li>Holds self-accountability for making decisions, managing resources efficiently.</li> <li>Holds the team and partners accountable to deliver on their responsibilities.</li> <li>Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.</li> <li>Future orientated, thinks strategically.</li> <li>Builds and maintains effective relationships with colleagues.</li> <li>Honest, encourages openness and transparency.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Committed evangelical Christian</li> <li>A committed and flexible team player</li> <li>Cross cultural understanding / sensitivity</li> <li>Honest and of high integrity</li> <li>Well-developed interpersonal and team skills and ability to be flexible in demanding situations</li> <li>Willingness to travel and operate in basic conditions</li> </ul>	<ul style="list-style-type: none"> <li>Patient &amp; tolerant</li> <li>People person – can present the ‘caring face’ of the programme</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>Regular travel across cluster countries is a requirement</li> <li>All roles require a DBS/Police check</li> <li>Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul>		


  
 Tearfund Juba, South Sudan Office  
 09 JAN 2023  
 Sign: .....  
 P.O Box 94, Juba

Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure

**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through <https://www.tearfund.org> the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **22<sup>nd</sup> January 2023 at 5:00pm.**

**NB:**

- Applications once received are not returnable
- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- **Only short-listed candidates will be notified.**

