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Approved by  
Slmsyector  
21 FEB 2023

South Sudan Program  
Plot 709 3K-South, Behind Phenicia Supermarket,  
Off Ministry Road, Kololo Juba.  
February 20, 2023

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant  
**NUMBER OF POSITION:** One (1) post  
**DUTY STATION:** Kajo-Keji County  
**REPORTS TO:** MEAL Coordinator  
**STATUS:** Full Time  
**STATE DATE:** As soon as Possible

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### COUNTRY PROGRAM OVERVIEW

The overall objective of the ALIGHT South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ALIGHT implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response activities. ALIGHT is expanding its outreach mechanisms and introducing innovative new initiatives. ALIGHT currently has program activities in Aweil, Ulang, and Kajo-keji Counties.

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### PRIMARY PURPOSE OF THE POSITION

The MEAL assistant position is part of the ALIGHT MEAL portfolio which aims at contributing the robust, standardized and the systematic MEAL systems within Alight projects and program. This position is key



in improving the organizational performance and results through Monitoring Reporting, Evaluation accountability and Learning of Alight projects.

- On a regular basis, the MEAL assistant conducts field site visits with the aim of collecting data, analysis, and reporting. During such visits S/he will verify, of the project activities and conduct FGDs with beneficiaries and KIIs to understand the progress and challenges in the project implementation phases.
- Regularly conducts data quality checks and audits to ensure that the data reported and documented meet the data quality standards which include data completeness, accuracy, timeliness, relevance, and precision. He should also ensure that “data double counting” is reduced throughout the process of data collection and reporting.
- Contribute to the development and review of the project reports such as weekly, monthly quarterly, and Annual reports before they are being submitted upwards.
- Regularly develop and review/revise the data collection tools to meet the ongoing demand for the data collections and project activities.
- Maintain organized documentation and filing systems (hard and soft copies) of project reports/deliverables (weekly, monthly, quarterly, and annual report) for easy data retrieval, storage and data security/protection or integrity
- Regularly develop and track the project deliverables and indicators using standard tools such as the Indicators Performance Tracking Table (IPTT), Nutrition Information systems and project databases.
- Participate and contribute to the development and implementation of the assessment/survey and evaluation of the project activities such as Post Distribution Monitoring, Baseline Survey, Needs assessment, Evaluations, and reviews.
- Take lead in rolling out, establishment, institutionalization and monitoring of the Compliant Feedback and Response Mechanism (CRM) in the field and ensure meaningful participation of the beneficiaries/service users, stakeholders, and community.
- Regularly collect, analyze, and report on CRM data and incorporate field and technical sector leads to ensure continuous improvement in CRM and the project performance.
- Periodically document lessons learnt and best practices for internal learning and Alight programs
- Develop and submit key impactful and eye-catching success stories for wider circulation within and outside Alight audiences and stakeholders. This should be accompanied with actionable photos or pictures.
- Perform any role requested by the supervisors, sector heads or seniors as deem necessary.

#### Technical Experiences and Requirements

- Postgraduate in Monitoring and Evaluation, BA in development studies, statistics and sociology, demography and population studies or any other related field. 1-3 years of M&E work experience in lieu of the formal training or education maybe considered.



- Previous experience in implementing projects such as Protection (GBV and General protection), Nutrition, WASH, Settlement and Shelter is of great interest to this position.
- Proven skills and knowledge in data collection and using Kobo, ODK, Survey CTO, ONA, Commcare and Google application is highly desired.
- Proven skills and hands-on experience in data analysis using Advanced Excel, SPSS, STATA, and visualization platform such as Tableau, Power BI, and Excel
- Ability to work with minimum supervision and with constant consultation and guidance from the supervisors and sector heads is encouraged.
- Experience and familiar with conducting assessments, surveys, and evaluation of project activities
- Very good analytical and interpretation to make sense of outputs to the wider audience.
- Able to lead and work in team to create synergy and results.
- Ability to work under pressure and with sense of multi-tasking without compromising quality of the deliverables or results.

## HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ALIGHT South Sudan office located in **Plot 709 3k-South, Behind Phenicia supermarket, off Ministries Road, Kololo Juba, South Sudan**. Applications can also be submitted to the following email address: [recruitmentss@WEAREALIGHT.ORG](mailto:recruitmentss@WEAREALIGHT.ORG) or drop to our field office in Kajo-Keji.

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

**The Deadline for receiving applications is 10<sup>th</sup> March at 4:30 pm local time.**

