



Save the Children

14 January 2025

External/Internal Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: MEAL Officer (1 Post)

Location: Walgak Filed Office

Reports to: Area 1 MEAL Manager

Contract Period: Five (05) Months with Possibility of Extension based on Satisfactory Performance and Funding Availability.

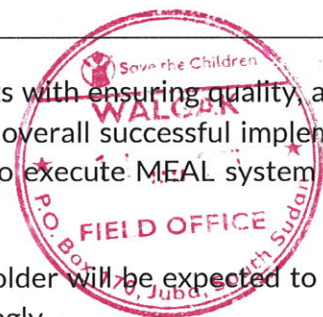
CHILD SAFEGUARDING:

Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

MEAL officer is crucial for the implementation of the projects with ensuring quality, accountability and learning experience that will continuously contribute to the overall successful implementation of each project that targets Children affected by crisis, the role is to execute MEAL system in all programme interventions in designated areas.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.





KEY AREAS OF ACCOUNTABILITY :

A. Monitoring:

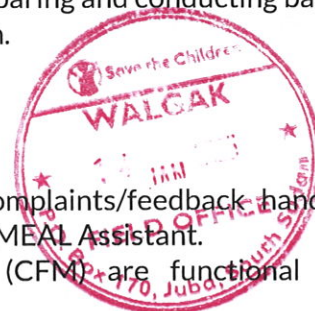
- Develop/review Monitoring Checklist of program activities. Translate it into local language, if required.
- Capacity building of program staffs on project related M&E format/template/form of data collection; Output tracker (OT) and Indicator Performance Tracking Table (IPTT).
- Organize frequent field visit to monitor program activities / interventions against Quality Benchmarks/Quality Checklists and produce & share reports to concerned program team as well as management team based on quality and accountability findings and incorporate inputs from program team in action agreed plan.
- Support program staff to strengthen joint planning and monitoring with stakeholders.
- Assist to Head of MEAL /Program Manager for conducting situation analysis studies
- Contribute to the quality of program design – reviewing log-frames, results frameworks, project plan, strategic plans, MEAL Plan etc.
- Technical support in developing MEAL plans
- Technical support in conducting baseline studies
- Technical support in collecting quality data and analysis against the performance indicators and targets on periodic basis
- Technical support in Total Reach, Global indicators reporting of SCI.
- Ensure the quality of reporting data and verify those data and information from sources periodically on sample basis.
- Review & reflect whether the DIP is followed as per the plan or not during all staff meeting.
- To carry out follow-up monitoring visits to materialize action agreed in action plan also maintain 'Monitoring-Action Plan Tracker' at field level.
- Maintain close coordination with Head of MEAL on Quality and Accountability issues. Share all information (monitoring reports, CFM database preliminary inquiry reports) with MEAL Manager while taking Field Manager in the loop.

B. Evaluation:

- Assist to Head of MEAL/Program Manager for all formative and operational research.
- Support to evaluation team while conducting periodic evaluation of project intervention at field level, if required.
- Assist to Head of MEAL /Program Manager in preparing and conducting baseline studies.
- Ensure quality case studies through program team.

C. Accountability:

- Establish an effective functional system for complaints/feedback handling and response mechanisms at community level in the support of MEAL Assistant.
- Ensure the Complaint Feedback Mechanism (CFM) are functional and accessible to beneficiaries.
- Develop regular trend analysis of complaints at organizational level and share it with program team as per protocols.
- To assist Head of MEAL in carrying out preliminary first verification report in case of serious nature of complaints filed by beneficiaries/communities and support for investigation of that types of complaints as per CFM protocol.





- Make sure that the action agreed plans and CFM action plans are followed in timely manner or not by program team.
- On quality and accountability issues, share all information (monitoring reports, CFM databases, preliminary verification reports, case studies etc.)
- Share MEAL findings & CFM issues in each monthly meeting as defined in the protocol.
- Ensure that the CFM guideline is being followed by all staffs within PNGOs along with board members and SC both.

D. Learning:

- Assist to Head of MEAL /Program Manager for developing quality reports and findings.
- Generate periodic reports and share along with document the key learning from the MEAL system.
- Ensure the key learning's are incorporated in upcoming plan and interventions.

Others:

Collaboration:

- Builds and maintains effective relationships with entire team members of organization, colleagues, members and external partners, supporters and stakeholders.
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Reporting:

- Produce and share MEAL monthly, quarterly, half yearly and cumulative yearly compile report to the Head of MEAL /Field Manager and program team through proper channel.
- Ensure that all the data related to MEAL action Plan tracker & CFM database are recorded and updated in a timely manner through MEAL Assistant.
- Coordinate closely with the all SC staffs and report with updated complaints registered, their resolution process, Action plan tracker & other MEAL related issues.
- Assist to Head of MEAL to generate quality MEAL report.
- Carry out dual responsibility in case of big emergency as per organizational requirement
 - Any other tasks given by line manager.

QUALIFICATIONS

Bachelor's Degree in social sciences (public health, education, development, or information technology)

Experience and Skills:

Essentials:

- 2 years of monitoring and evaluation and/or research experience with at least 1 years Officer level experience preferably with INGOs
- Trained in data management and with at least one-year experience working with Excel managing databases
- Familiarity with project frameworks [design/implementation/M&E] cycle
- Experience in quantitative and qualitative data collection (M&E methods) and data analysis
- Commitment to and understanding of SCI vision, mission and values
- Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving
- Excellent interpersonal skills and can work as part of a team



**Desirable:**

- Experience working in humanitarian response
- Excellent communication and teamwork skills
- Experience working with in similar Role with a Health Implementing Non-Governmental Organization.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Application Information:

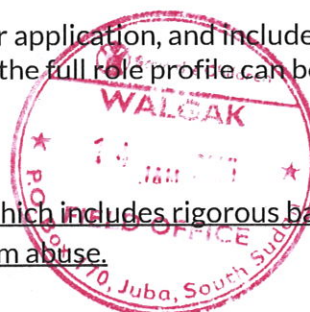
Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at

([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

Deadline for submitting applications: 3rd February, 2025.



Cc: MoIJobadvert@gmail.com:(National Ministry of Labour email Address Juba)



Approved by
Both With mut
DRC Deputy coordinator
Akobo West-Walgak
14/01/2024
