

SO-H-3
Approved
Labour types
15/9/21

Islamic Relief Worldwide

Job Description
MEAL Officer-Tonj North



REPORTING TO: MEAL Coordinator
Matrix Managed: Field Coordinator

LINE MANAGEMENT RESPONSIBILITIES: None

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)

ROLE PURPOSE:

The role holder will support the regular collation, validation and analysis of project data from a variety of sources, including programmatic monitoring against project targets. The appointee will participate in regular supervision visits project sites to verify reports submitted by project staff and provide technical support around programme quality and, Monitoring and Evaluation in general. The project will involve routine data collection thus experience conducting Post Distribution Monitoring and Beneficiary feedback surveys would be an advantage. Due to the technical nature of this position, the MEAL Officer requires a solid MEAL background and experience of working in the field in South Sudan.

KEY WORKING RELATIONSHIPS

- Has regular contact with all staff in the Field Office. Close contact with the Field Coordinators and programme staff in the project locations

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Responsibility for Resources: None.

KEY ACCOUNTABILITIES:

- Support development and implementation of the MEAL framework and plans,
- Regularly attend technical meetings, and meetings with project stakeholders as required
- Perform field monitoring visits in accordance with the monitoring plan, and provide technical support as identified through field monitoring,
- Develop and update a tracking system for monitoring output and outcome Indicators.
- Support in design of qualitative and quantitative tools, collection of data in field locations including internal projects evaluation, post distribution monitoring, data analysis and relevant information management systems in a timely manner.
- Analyze monitoring data, produce statistics and charts, and ensure the results feed meaningfully into program design and implementation plans to facilitate evidence-based programming
- Assist in improving and monitoring databases and ensuring that assistance to beneficiaries is timely tracked.
- Ensure that all assessment/evaluation reports meet IR evaluation criteria and promote the integration of recommendations and lessons learnt in project planning and future programming.



MAIN OFFICE

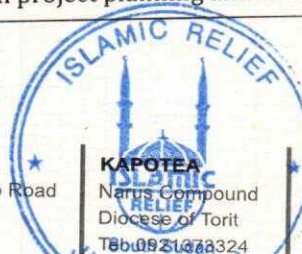
IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353

WAU OFFICE

Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE

Along the Warrap - Akop Road
Tel: 09126287961



KAPOTEA
Narus Compound
Diocese of Torit
Tel: 0921078324

Website: www.islamic-relief.org
RRC Reg No.051

- Oversee knowledge sharing across teams and ensure that monitoring and evaluation results are understood and used to improve Programmes.
- Support in proposal writing through MEAL framework/MEAL Plans for the projects and in particular drafting of the Log frames.
- Orient program staff and partners on the basic principles and practices of beneficiary accountability
- Establishing and strengthening the accountability and feedback system with the beneficiaries
- Willingness to perform other duties as required

PERSON SPECIFICATION

Qualifications/skills/experience

- Bachelor degree in Statistics, Mathematics, or a related Social Science field.
- At least 3 years of working experience on MEAL and Complaints Response Mechanisms
- Experience of gathering, analyzing and presenting quantitative and qualitative data
- Experience conducting M&E for emergency and development programmes
- Proficiency in English and Arabic; able to contribute to written reports and proposals.
- Proven ability to work both individually and as part of a team
- Good organisational and interpersonal skill
- Knowledge and understanding of Monitoring and Evaluation, particularly in NGOs
- Advanced IT skills, particularly in Excel and statistical software such as SPSS analysis.
- Able to apply research concepts such as designing questionnaires and to conduct structured interviews for data collection purposes

Signed by _____ (Direct Line Manager)

Signed by: _____ (Divisional Director) *



Mode of Application

Interested and qualified persons are requested to make their applications through: IRSS.Recruitment@islamic-relief.or.ke OR drop a hand delivered copy of their application to **Islamic Relief South Sudan- Wau Office** at **Hai Darajat** (Tel:+211 924114445/924601714)

The deadline for application is **Close of Business, 4th October, 2021 at 5.00 p.m.**

