



SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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Approved by
S/Inspector
MOL
30/6/2022



Date: 30th June, 2022

JOB ADVERTISEMENT.

Organizational Background.

Support for Peace and Education Development Programme (SPEDP) founded in 2007, was registered by the Ministry of Justice and Constitutional Affairs on 25th May 2009 under Reg. No. 456 and by SSRRC in April 2011 under Registration No. 114 and in Uganda by the Ministry of Internal Affairs on 30th September, 2016 under Registration No. 0146. SPEDP works in 8 of the 10 States of South Sudan; Central Equatoria, Eastern Equatoria, Western Equatoria, Northern Bahr-el-Ghazal, Western Bahr-el-Ghazal, Unity, Upper Nile and Jonglei. In its 15 years of existence, SPEDP has supported the vulnerable its thematic areas in; Resilience Building (Education, FSL, Human Rights, Peacebuilding and Governance); Humanitarian Response (WASH, S/NFI, Protection and GBV, Climate Change Environmental Conservation); Health and Nutrition and Research and Innovation. The organization aims at establishing an inclusive and transforming society that lives in peace and dignity and build resilience and empower communities towards durable solutions to their civic and socio-economic challenges.

To meet the above, SPEDP is seeking to recruit a qualified and dedicated MEAL Coordinator as detailed below:

Job Title	MEAL Coordinator
Country of Programme	South Sudan
Location of Position	Juba Office
Duty Station	Juba With Frequent Field Travel
Position Reports to	Senior Programme Officer- Research and Innovation
Desired Start Date	ASAP
Duration	12 Months
Closing Date for Applications	19/07/2022 at 4:00pm CAT

GENERAL PURPOSE OF THE ROLE

The MEAL Coordinator will work with SPEDP Programme Team, International and Local Partners (INGOs, NNGOs and CBOs) and beneficiaries. The incumbent shall be a dedicated person who will develop and track project indicators, monitoring and reporting. He/she will be responsible for the overall coordination with International and local partners and SPEDP programme teams with focus on research, monitoring, evaluation and learning activities. The role includes developing research framework, writing/reviewing proposals, performance monitoring, reporting, capacity assessment, coordination of capacity development activities and effective collaboration with management team. The Coordinator will bring significant experience and fresh ideas to lead on an effective research system across all sectors, support log frame development and development of research tools to ensure quality, effectiveness and appropriateness and capture the lessons learned and communicate this information in various capacities to improve the ongoing projects and future programming. Special attention shall be paid to the positive and negative impact that interventions have on the communities and polices.

Key Roles and Responsibilities

A. Project Monitoring, Evaluation, Information Management and Reporting

- Coordinate with all MEAL Officers/Assistants to support the implementation of research, monitoring, evaluation, accountability and learning framework in SPEDP Programmes across South Sudan and Uganda.
- Interpret the Logical framework, theory of change and results chains approaches and apply them in projects.
- Monitor the implementation of project specific Research plans and activity trackers and provide necessary technical supports in consultation with Senior Programme Officer- Research and Innovation.
- Develop/improve/update methodologies and data research tools in collaboration with the project team, the Heads of Projects (HoPs) and Senior Programme Officer- Research and Innovation.
- Provide leadership in data collection exercises, data management including orienting project staff on different research tools; recruitment and training of data collectors; supervising data collections (focus group discussions, post-distribution monitoring, surveys, observations etc.) and ensure quality data collection; data entry and safe data storage observing the data protection policy.
- Ensure beneficiary registration is conducted for all projects and data uploaded into the approved database systems (both online and offline).
- Perform analysis of quantitative and qualitative data with support from the Senior Programme Officer- Research and Innovation, develop preliminary reports and share findings in an appropriate format with the project team and the Senior Programme Officer- Research and Innovation.
- Manage project research calendar and provide timely reminders to HoP and Research Officers
- Participate in project related assessments and studies which include but not limited to baseline studies, project review processes, midterm and endline evaluations.
- Monitor the regular update projects' databases both offline and provide reminders to responsible Research Officers/HoPs
- Provide guidance to field staff in documenting human impact stories including supporting photographs, adhering to data protection policies and standards.
- Strong analytical thinking approach; anticipates problems and regularly provides solutions.
- Successfully manages conflicting priorities
- Gender and cultural sensitivity, commitment and an understanding of the values of SPEDP and the principles of equal opportunities.

B. Accountability

- Support project field team in setting and managing complaint and feedback mechanisms (CFM) and ensure the CFMs are active and known to beneficiaries.
- Keep record of all issues raised through the CFMs and liaise with Senior Programme Officer- Research and Innovation in ensuring that the issues raised are effectively followed and feedback provided.
- Share accountability findings with the programme teams for decision making and take the necessary actions that improve programming.
- Ensure external accountability to donors through the implementation of timely and quality activities leading to timely and accurate reporting

C. Learning and Capacity Building

- Collaborate with HoPs and Research Officers to identify key project lessons, challenges and opportunities and document them well.
- Conduct capacity development initiatives to the project/field team and cultivate an improved understanding of the Research and Innovation standards.



- Support HoPs and Research Officers in designing and adopting learning agenda/topics, tools, guidelines for learning and capacity building of SPEDP project staff in championing and using learning outcomes.
- Train beneficiary groups in self-assessment, self-monitoring and qualitative evaluation methodologies using participatory approaches.
- Participate in project specific review meetings and document key learnings.

D. Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of SPEDP acquired in the course of duty to any other person or organization without authority, except in the normal execution of duty.
- Protect beneficiary information in accordance with the data protection policies

E. Coordination and Networking

- Participate in relevant inter-agency coordination meets
- Attend relevant sectoral coordination meetings to identify opportunities for integration of data collection activities, harmonization, secondary information sources etc.
- Coordinate and or organize the necessary data needed for sector specific reporting (Food Security and Livelihoods (FSL) and Water, Sanitation and Hygiene (WASH) etc
- Perform any other responsibility related to Research as assigned by the HoPs, Senior Programme Officer- Research and Innovation.
- The role of the MEAL Coordinator cannot be limited to the specific duties and tasks detailed herein. The MEAL Coordinator will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor or any delegated member of the Senior Management Team.

F. Job Qualification and Minimum Requirements

- B.A and Master's Degree preferred in Statistics, Social Development or equivalent
- Minimum of 5 years working experience in Research or as MEAL Manager level with demonstrated ability to work independently with less supervision
- Wide experience in effective strategic level; communication and coordination with International and National Partners, central and local authorities, UN agencies and other relevant stakeholders
- Excellent computer skills and writing, research and fluency in English language
- Demonstrated ability to coordinate complex activities, meet deadlines, flexibility, exercise sound judgment work beyond official hours
- Excellent time management skills and resourcefulness with strong attention to detail
- Excellent interpersonal, communication, public speaking and strategic planning skill
- Demonstrable experience in capacity development and strong people management.

How to Apply

Interested Candidates are requested to submit their Updated CV, relevant documents and cover letter to **Human Resource Department, Support for Peace and Education Development Programme (SPEDP) Gudele Road, behind Quick serve petrol station. or Email: recruitment@spedp.org** for more details visit our website: www.spedp.org

NOTE: Only shortlisted candidates will be contacted. Attach, Letter of intent, CV and scanned/photocopies of academic documents submitted are NOT returnable.



Women are highly encouraged to apply.

