



Job Advertisement

POSITION: Assistant MEAL Officer

LOCATION: Lainya

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.

We envision a peaceful and resilient South Sudan society in which every person lives in just and inclusive communities free from poverty and all forms of discrimination 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's South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Assistant MEAL Officer** based in **Lainya** - South Sudan.

Main purpose of the job

The MEAL Officer is responsible for supporting and advising on the design, monitoring and implementation for the Tearfund Central Equatoria office. The role will assist the programme teams and partners to formulate design, monitoring and evaluation plans in line with the project proposal and programming work. He/she is responsible for ensuring that effective monitoring systems are in place to ensure that Tearfund and its partners are responsive to context and agile to respond to best practice. In addition, S/he will ensure that Tearfund's work is meeting Tearfund's Quality Standards and international standards, working closely with all field staff and the Monitoring and Evaluation officer based in Lainya Office. The role will require significant travel to field sites in the operational area.

Position in organisation

- Grade: B2
- Reports to the Lainya MEAL officer
- Matrix reports to the M&E advisor based in Juba and will Work collaboratively with other projects and support staff in the field.
- Work with Tearfund staff and partners to monitor the quality and status of the implementation of integrated programme wide objectives articulated in the project proposal.

Organisational 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.
- To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles

The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy..

Key Responsibilities

Design, Monitoring, and Evaluation

1. Strengthen Monitoring and Evaluation systems at the field level.

- Develop results matrices, targets, indicators and Weekly/ monthly tracking of results for each component of the programme.
- Assist the M&E officer in strengthening Field Level M & E systems through the development and implementation of plans including, M&E plans, Performance Monitoring Plans, Logical Frameworks and tools.
- Support in data collection (Qualitative and Quantitative data) and analysis , Reporting that align with the project portfolio.
- Support the M&E officer in planning and undertaking data quality needs assessments, baseline, endline surveys and Evaluations (Internal/External).
- Guide the SSJR Consortium field level team in conducting, Quarterly, bi-annual and annual programme review meetings, and documentation of actions points.

2. Capacity Build Tearfund and partner staff

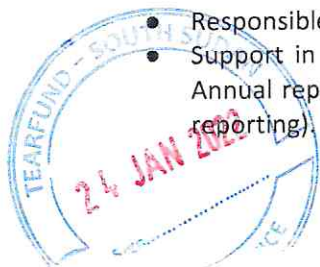
- To identify staff capacity gaps and provide relevant capacity building, advice and support.
- Train the Project staffs in all programme related MEAL identified gaps
- To Provide technical support to Tearfund and SSJR partner staff on project design.

3. Undertake and support sustained monitoring

- To ensure Tearfund Quality Standards and Core Humanitarian Standards are applied where appropriate in programmes and projects.
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4. Provide technical support in documentations of success stories and learning lessons and reporting to SSJR Consortium Field team as well as the Tearfund South Sudan Programme team.

- Responsible for documenting and production of best practisespractices, lessons learnt and success stories.
- Support in compilation of Weekly, Monthly, Quarterly, and annual reports of internal (Quarterly and Annual reporting) and external purposes (donors and supporters facing communications materials and reporting).



5. Strengthen Accountability to the Affected Population.

- Enforce and monitor the project's plan for accountability to the affected population
- Document and support Project team to respond to the feedback from the affected population
- Use the feedback from the programme affected peoples to inform programming at field level.
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4.2 CORPORATE POLICY AND COMPLIANCE

- Promote and adhere to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Works within Tearfund's requirements and policy.

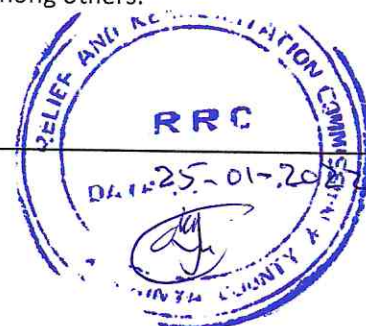
4.3 EXTERNAL REPRESENTATION

- Attend relevant inter-agency coordination and cluster meetings as required.
- Represent Tearfund in external MEAL related forums where relevant

Part 2 – Person specification

Job title: Assistant MEAL Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's Degree or equivalent qualification in Economics, statistics, demography or population studies, development studies, Social Work or other relevant course 	<ul style="list-style-type: none"> • Masters Degree, Postgraduate Diploma, M & E or Project Management
EXPERIENCE	<ul style="list-style-type: none"> • NGO field experience in a similar position: programme support, development, or M&E. • Proven experience in conducting needs assessment, baseline surveys, tabulating them, and data analysis • Experience in Project Cycle Management (Including Theory of Change, logframe development and M&E). • Delivering capacity building, support and advice to others • Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. • 	<ul style="list-style-type: none"> • Proven experience in Monitoring and evaluation in insecure and remote environments. • Project implementation experience. • Working to the Core Humanitarian Standards • Working in insecure environments • Experience using electronic data gathering tools (Poi mapper, Kobo etc.)
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Excellent English language, written and verbal communication skills • Excellent organisational and administrative capacity • Qualitative and Quantitative data collection and analysis skills; Data base • Advanced Microsoft Word, Excel, PowerPoint • Problem solving skills • Ability to learn quickly • Strong interpersonal and team skills 	<ul style="list-style-type: none"> • Knowledge of GIS tools and approaches • Knowledge on digital data collection and analysis using soft wares such as SPSS, and STATA among others.



PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian • Emotionally and spiritually mature. • Team player • Understanding and sensitivity to cross-cultural issues. • Flexible and adaptable to ever changing environments. Ability to remain calm under pressure. • Diplomatic and respectful • Willingness to travel and live in basic conditions. • An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement. 	
OTHER COMMENTS: <ul style="list-style-type: none"> • All roles require a DBS/Police check • Tearfund is a member of the <u>SCHR Misconduct Disclosure Scheme</u> • 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 believe 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 near Juba Teaching Hospital or on line - detailing your experience for the post and include your daytime telephone contact to southsudan-recruitment@tearfund.org. The subject matter of your email should be the title of the job.

Closing date for receiving applications is **9th October 2022 at 5:00pm.**

NB:

- Female candidates are strongly encouraged to apply
- Applications once received are not returnable
- Applications on soft copies sent to wrong email address or any other email other than the above email address will NOT be considered
- Only Short listed candidates will be contacted for interviews

