



# COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION

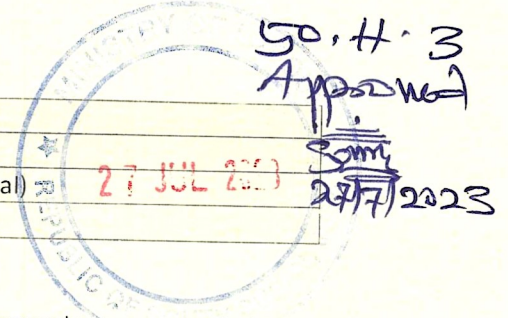
## CIDA - SOUTH SUDAN

27 July 2023

### JOB VACCANCY ADVERTISEMENT

#### JOB DETAILS:

Job Title:	MEAL Officer - 1 Position
Country Program:	South Sudan
Position Opened For:	South Sudanese (Internal/External)
Closing Date for Application:	27 <sup>th</sup> August, 2023



#### Organization Background:

Community Initiative Development Association (CIDA) is an independent women-led, non-government organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters.

**Vision:** We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

**Mission:** We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, the environment while reducing social injustice.

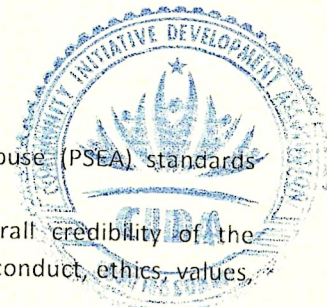
**VALUE System** CIDA's conduct is inspired by the maximum integrity and honesty in all circumstances and areas in which it intervenes, both in institutional relations and societal responses

#### PURPOSE OF THE JOB:

The role of the monitoring, evaluation, accountability, and learning (MEAL) officer is to implement the MEAL work and contribute to achieving and improving the quality of the program/project. The MEAL will provide the support by collecting and managing the program's/project's output and outcome data and perform all other reporting duties. The MEAL officer also plays an important role in data analysis and carrying out MEAL activities in the field. The MEAL officer will provide support to the M&E officer in the program's MEAL function in the field through working closely with the field staff to ensure the quality of the program/project. The role holder will also work on ensuring that community-based feedback and response mechanisms (CBRFMs)/grievance redress mechanisms (GRM)

#### Essential Job duties/scope of work:

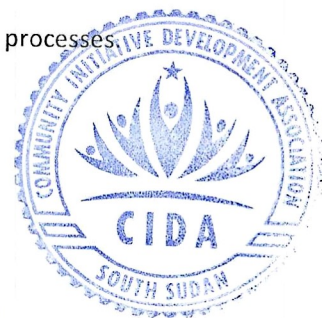
1. CIDA's policies, guidelines, and procedures
  - Actively promote prevention of sexual exploitation and abuse (PSEA) standards within CIDA and amongst its beneficiaries
  - Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the code of conduct, ethics, values, and standpoint with regards to internal and external actors.





- Apply the basic monitoring, evaluation, accountability and learning concepts and the purpose of MEAL, with a specific focus on accountability.
  - Manage the implementation of policies and procedures for monitoring evaluation and reporting to the head office or to the supervisor of the program/project.
2. Project design and planning:
    - Participate in needs assessment by organizing the training for staff on assessment methodology, tools, respondent's selection, and supervise field level data integrity.
    - Ensure the MEAL activities participatory monitoring, evaluation, accountability, learning and needs assessment and uphold accountable and useful MEAL systems.
    - Support in developing results framework and log frame, including indicators for simple projects.
  3. MEAL system
    - Ensure that different components of the MEAL system are functional and relevant and ensure their measurement in the different sectors is relevance.
    - Support MEAL department in development of the data for all programs by using available technologies.
    - Organize and lead data collection activities following the data collection and reporting flow put in place for a project.
    - Use tools for tracking project's progress and bottlenecks are develop simple data analysis tools based on monitoring indicators.
    - Maintain effective M&E system (ensure data collected translates to the M&E framework)
    - Conduct regular field visits.
    - Conduct periodic data analysis and triangulate data from other MEAL exercise.
  4. Data quality management
    - Conduct periodic data quality audits to assess to quality of collected data for indicators.
    - Mitigate data pitfalls, issues, and ensure that strategies for quality data are in place.
    - Report data quality issues to the MEAL coordinator.
    - Adhere to the fundamental concepts of data quality.
    - Conduct on-site routine data quality audits.
    - Assess the quality of the collected data for indicators.
    - Provide supportive supervision on data quality at facility.
  5. Evaluation design
    - Communicate clearly the findings of monitoring activities and review against targets set by the project.
    - Compile data and indicator for reporting in a clear and concise manner, providing all required information.
  6. Management and leadership
    - Supervise MEAL assistants, MEAL monitors and survey.
    - Coordinate with the manager/program staff for data collection/ MEAL activities.
  7. Knowledge management and learning
    - Organize the documentation of the activities, results, and processes.
    - Organize secondary data (internal and external sources).
  8. Perform other duties and responsibilities as required.

Prevention of sexual exploitation and abuses



- Actively promote PSEA (prevention of sexual exploitation and abuse) standards within CIDA and amongst, vendors-suppliers and beneficiaries served by CIDA.

**Compliance & ethics:**

Promotes and encourages a culture of compliance and ethics throughout international medical corps. As applicable to the position, maintains a clear understanding of CIDA and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

**Personnel qualifications (special training/experience required) provide 6-7 requirements**

- Bachelor degree in education sociology/social science, statistics or equivalent.
- Minimum of 2 years of applied experience with a humanitarian organization.
- Understand key concepts and commitments regarding accountability to head office and beneficiaries.
- Knowledge of data pitfalls, issues, and strategies for assessing the quality of collected data.
- Knowledge of commonly used probability and purposive sampling techniques and different methods of qualitative and quantitative data collection and analysis.
- Knowledge of descriptive univariate and bivariate data analysis using Excel pivot tables.
- Knowledge of indicators and their measurement in the different sectors of relevance.
- Understand the concept of participatory monitoring, evaluation, accountability, learning, and needs assessment.
- Proficiency in Microsoft office applications, including word, excel, outlook, and PowerPoint.
- Strong interpersonal and written communication skills.
- Understand the fundamental principle of evaluation (concepts, purposes, and types of evaluations, contribution versus attribution, and counterfactual).
- Strong training facilitator/presentation skills.
- Innovative and solutions-oriented.
- Have the analytical, conceptual, and strategic thinking skills.
- Building collaborative relationships
- Manage performance by setting clear goals.

HOW TO APPLY:

**Qualified women are strongly encouraged to apply.**

**Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: [HRcidasouthsudan@gmail.com](mailto:HRcidasouthsudan@gmail.com)**

**The recruitment and filling of these vacancies is subject to the approval of funds from the donor.**

CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

CIDA does not charge any fee at every stage of recruitment.

**NB: Only shortlisted candidates will be contacted.**

