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SOUTH SUDAN

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Approved by  
Inspector

**STAND** / FOR THE VULNERABLE<sup>™</sup>

World Relief South Sudan  
Hai Cinema P.O. BOX 41  
Juba, South Sudan

[www.worldrelief.org](http://www.worldrelief.org)

## JOB DESCRIPTION

Job Title: MEAL Officer  
Department: Programs  
Reports to: Rubkona/Bentiu Area Coordinator  
Supervises: none  
Duty Station: Rubkona/Bentiu IDP camp  
Job Grade: 5



## **I. POSITION SUMMARY**

The MEAL Officer, under the Area Coordinator, is responsible for assessment, monitoring, evaluation, and learning activities for WRSS. The Meal Officer will receive, compile, and finalise reports from the field team for approval and submission by the Area Coordinator. The MEAL Officer will have special duties related to health and nutrition reporting. The ultimate purpose of this position is to help ensure the quality of the implementation of WRSS's projects and accurate and timely reporting of that implementation to internal and external stakeholders.

## **II. KEY RESPONSIBILITIES**

- Compile, draft, and finalise reports for submission, ensuring quality and on time submission.
- Liaise between field offices and the country office for reporting, ensuring all reporting deadlines are kept.
- Assist and/or lead assessments, surveys, and evaluations in the field and from the CO.
- Clean and analyse raw data provided from needs assessments, baseline studies, and other data collection methodologies, producing quality results for reporting or presentation purposes;
- Ensure accurate data, appropriate disaggregation, proper formats and high-quality reporting before submission.
- Lead in Health and Nutrition cluster reporting through DHIS, EWARS and NIS coordinating with Juba teams to provide for regular and ad hoc data requests.
- Assist with preparing work plans and tracking implementation progress.
- Provide learning and advise on best practices concerning program quality, standards, and accountability to beneficiaries during field visits and remotely to project staff.





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- Assist with preparing work plans and tracking implementation progress.
- Provide learning and advise on best practices concerning program quality, standards, and accountability to beneficiaries during field visits and remotely to project staff.
- Assist in rolling out the field M&E strategy, including training staff in the use of different tools.
- Maintain an active program database to provide for swift reporting, as delegated by the QS.
- Represent WRSS in meetings, as directed by the AC.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of World Relief.
- Maintain a Christian witness to the communities.

#### IV. QUALIFICATIONS

- Bachelor's degree in M&E, Program Management, Development, Statistics, Public Health, Health, or related degree required.
- At least five years of experience in humanitarian response, with two years focused on M&E -OR- at least three years of multi-sectoral M&E experience.
- Experience in health and nutritional programming preferred.
- Experience leading assessments in remote field locations.
- Experience in reporting for grants from public funding (USG, UN, EU, etc.)

#### V. SKILLS REQUIRED

- Excellent skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication, with the ability to complete reports without a proofreader.
- Experience with electronic data collection and management systems (Open Data, iForm, etc.) and GIS mapping preferred;
- Demonstrated math skills for statistics related to sample size calculation and data analysis required.
- Able to travel and work throughout South Sudan, in all WRSS project locations.
- Able to maintain performance expectations in hardship locations with basic accommodations.
- Humility, teamwork, and flexibility.
- Ability to understand and work in different cultures.
- Arabic language skills.



## APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box) or Online submission by email to [WRSSRecruitment@wr.org](mailto:WRSSRecruitment@wr.org) copying [GElizabeth@wr.org](mailto:GElizabeth@wr.org) including the job title in the subject line or email.

Applications must be received by 20th June, 2023 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

