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**VACANCY ANNOUNCEMENT**

**MEAL and Reporting Officer**

**Welthungerhilfe Office in Northern Bahr el Ghazal State- Nyamlel is seeking a qualified candidate for the following position:**

**Post Title: Monitoring, Evaluation, Accountability, Learning and Reporting Office**r

Reports to: Area Manager / Head of project

**Location : NBeG - Nyamlel**

Date Announced : 15.01.2021

Closing Date: 10.02.2021

**Background on WHH**

Welthungerhilfe is one of the biggest private development organizations in Germany. It was founded as the National Committee for the Freedom from Hunger Campaign, of the Food and Agricultural Organization of the United Nations (FAO), in 1962. Welthungerhilfe is non-profit, non-political and non-denominational. Itt has operations in about 40 countries worldwide (Asia, Africa and Latin America). WHH has been in South Sudan since 2011 implementing emergency and developmental programs, with the country office located in Juba.

WHH is looking for a professionally, confident, self-motivated, experience and committed team player to fill the vacant position of MEAL and Reporting Officer. Overall responsibility is overseeing data management, monitoring and Evaluation and keep data entry and records.

**Duties and Responsibilities**

1. **Project monitoring, evaluation, Information management and Reporting**
* Develop and strengthen monitoring, evaluation, accountability and learning procedures of the different projects in NBeG
* Monitor all project activities and progress towards achieving timely and accuate project outputs and outcomes and recommend further improvement on the logical framework and theory of change
* Work with the project teams in implementing monitoring and evaluation techniques, processes and tools, ensuring quality and consistency with project standards
* Lead on all field data collection exercises and data management, involving: - Recruitment and training of data collectors - Carry out and supervise data collection (Focus group discussions, post-distribution monitoring, surveys, observations etc.) and data entry
* Support in the roll out of improved beneficiary registration and database systems
* Provide feedback to the Head of Project (HoP) on project strategies and activities
* Develop/improve/update methodologies and tools for data collection, analysis and processing, ensuring these are gender sensitive
* Lead in design, development, reviews and updates of MEAL tools and plans, working closely with the project teams, Head of Project and the Country Office MEAL Coordinator
* Perform analysis of quantitative and qualitative data, draft reports presenting the results of the analysis, and share the findings in an appropriate format
* Investigate and conduct analysis of various secondary data sources
* Report/alert to the project team on regular basis on any anticipated project issues, risks and any emerging opportunities and threats to the project implementation, related to this role.
* In coordination with HoP, project review meeting, midterm and end line evaluation
* Explore avenues in remote M&E methodologies for example digital cash distribution, digital community feedback mechanisms for social messaging and data collection, digital market apps for farmer market info systems

 **B. Accountability**

* Contribute to further development and continuous updating of the project accountability strategy in line with WHH standards
* Manage and improve the complaint and feedback mechanisms activities including tracking of follow-up, ensuring adherence to agreed standards
* Share accountability findings with the programme teams in an appropriate format
* Establish beneficiary accountability mechanism at all level

 **C. Learning and capacity building**

* In collaboration with HoP, identify key project lesson, challenges and opportunities
* Design and adopt tools, guidelines for learning and capacity building of WHH for project staff
* Train and provide technical assistance for capacity building for project team to implement MEAL and reporting standards
* Train beneficiary groups in self-assessment, self-monitoring and evaluation skills

**D. Coordination and Networking**

* Where relevant, participate in and contribute to relevant inter-agency efforts to agree and develop coordinated / joint M&E and accountability frameworks and mechanisms
* Attend relevant sectoral coordination meetings to identify opportunities for integration of data collection activities, harmonization, secondary information sources etc.
* Participate in multi-agency assessment as assigned by project coordinator
* Delivering any other responsibility related to MEAL as assigned by the project coordinator

**SKILLS AND COMPETENCIES**

## **Key Educational background & professional qualification**

* BSc. /MSc. In Statistics, economics or any other relevant filed of studies
* Excellent project planning, organizational, interpersonal and communication skills; with experience as a trainer, coach is essential
* Strong knowledge of M&E methodology data analysis and synthesis, performance evaluation and correction, and report writing.
* Knowledge of statistical software. An advanced skill with MS Office.
* Thorough familiarity with principles and current approaches to MEAL using both quantitative and qualitative methods
* Working experience in training, coaching and mentoring teams in monitoring-related techniques and methods is desirable.
* Fluency in speaking, reading, and writing in English and local language in NBeG
* Works systematically and with limited supervision in a rapidly changing context.
* Good written and spoken English is essential

### **Technical competencies**

* Able to coach and work with other project staff
* Good team building skills
* Extensive experience in MEAL including SME, VSLA, SACCO, agribusiness and market systems development
* Diplomacy and tact, to be able to liaise, negotiate and plan with government officials, other agency staff, local artisans and community representatives.
* Experience in Geographical Info Systems, computer mobile app development is an advantage

**Other:**

Adhere to the principles & policies as laid down in its constitution and maintain a spirit of cooperation with staff, other NGOs, project partners, local authorities, etc.

* Flexibility and willingness to learn and work in new environments
* Ability to work both in team and independently.
* Any other expected work not particularly described in this job description and not fixed to the location of assignment.

**Application procedures**

Interested Applicants shall submit their applications, including copies of degrees, certificates,

Nationality ID, a telephone contact, one page motivation letter and detailed Curriculum Vitae of max 4 pages to one of the Welthungerhilfe offices, Nyamlel, Aweil or Juba,

**but preferably to email address:** **recruitment.SSD@welthungerhilfe.de**

Applications should not reach later than Wednesday, 10.02.2021

Note that applications submitted are not returnable

Only short-listed candidates will be contacted for the interview.

Qualified females are strongly encouraged to apply.