



CARE South Sudan

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 Approved
 MEPS & HRD
 Inspector
 27 SEP 2019
 27/9/2019

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
Department:	Program
Location:	Koch
Reports to:	Administrative –Project Manger Technical - Monitoring, Evaluation, Accountability and Learning Manger

JOB SUMMARY

Provide MEAL support across the programme sectors in the field location for the implementation of routine data collection, analysis & reporting, Accountability, periodic evaluations, Surveys & Assessment in CARE programmes in the field in collaboration with the MEAL Manger.

SPECIFIC RESPONSIBILITIES:

A. Monitoring:

- Develop/review Monitoring Checklist of program activities.
- Capacity building of program staffs on project related M&E format/template/form of data collection; Output tracker (OT) and Indicator Performance Tracking Table (IPTT).
- Organize frequent field visit to monitor program activities / interventions against Quality Benchmarks/Quality Checklists and produce & share reports to concerned

27 SEP 2019
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program team as well as management team based on quality and accountability findings and incorporate inputs from program team in action agreed plan.

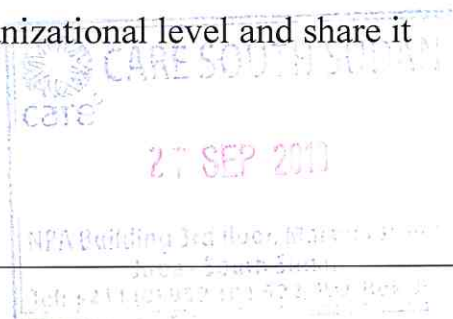
- Support program staff to strengthen joint planning and monitoring with stakeholders.
- Assist Program Manager in conducting situation analysis studies
- Contribute to the quality of program design – reviewing log-frames, results frameworks, project plan, strategic plans, MEAL Plan etc.
- Technical support in developing MEAL plans
- Technical support in conducting baseline studies
- Technical support in collecting quality data and analysis against the performance indicators and targets on periodic basis
- Technical support in Total Reach, Global indicators reporting for PIIRS.
- Ensure the quality of reporting data and verify those data and information from sources periodically on sample basis.
- Review & reflect whether the DIP is followed as per the plan or not during all staff meeting.
- To carry out follow-up monitoring visits to materialize action agreed in action plan also maintain ' Monitoring-Action Plan Tracker' at field level.
- Maintain close coordination with Head of MEAL on Quality and Accountability issues. Share all information (monitoring reports, CFM database preliminary inquiry reports) with Country Office

B. Evaluation:

- Assist to Head of MEAL/Program Manager for all formative and operational research.
- Support to evaluation team while conducting periodic evaluation of project intervention at field level, if required.
- Assist to Head of MEAL /Program Manager in preparing and conducting baseline studies.
- Ensure quality case studies through program team.

C. Accountability:

- Establish an effective functional system for complaints/feedback handling and response mechanisms at community level with the support of Program team.
- Ensure the Complaint Feedback Mechanism (CFM) are functional and accessible to beneficiaries.
- Develop regular trend analysis of complaints at organizational level and share it with program team as per protocols.



- To assist Head of MEAL in carrying out preliminary first verification report in case of serious nature of complaints filed by beneficiaries/communities and support for investigation of that types of complaints as per CFM protocol.
- Make sure that the action agreed plans and CFM action plans are followed in timely manner or not by program team.
- On quality and accountability issues, share all information (monitoring reports, CFM databases, preliminary verification reports, case studies etc.)
- Share MEAL findings & CFM issues in each monthly meeting as defined in the protocol.
- Ensure that the CFM guideline is being followed by all staffs

D. Learning:

- Assist MEAL Manger /Project Manager in developing quality reports and findings.
- Generate periodic reports and share along with document of key learning from the MEAL system.
- Ensure the key learning's are incorporated in upcoming plan and interventions.

E. Reporting:

- Produce and share MEAL monthly, quarterly, half yearly and cumulative yearly compile report to the Head of MEAL /Field Manager and program team through proper channel.
- Ensure that all the data related to MEAL action Plan tracker & CFM database are recorded and updated in a timely manner through Field Assistants.
- Coordinate closely with the all CARE staffs and report with updated complaints registered, their resolution process, Action plan tracker & other MEAL related issues.
- Assist to Head of MEAL to generate quality MEAL report.

REQUIRED QUALIFICATIONS:



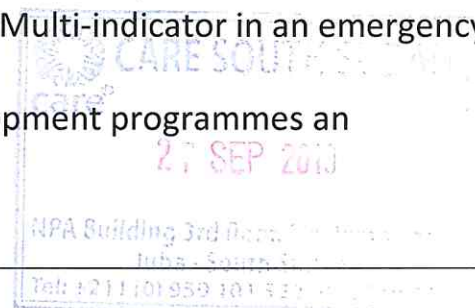
Education / Training:

- Relevant Bachelor's degree, with component of statistical analysis or Mathematics preferred.



Experience:

- Previous M&E experience in the humanitarian and development sector
- Previous experience of conducting Household & Multi-indicator in an emergency context preferred.
- Experience of humanitarian, relief and/or development programmes an advantage



➤ **Desired and Technical Skills:**

- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Previous experience with DHIS, NIS, SPSS, ENA and Epi Info and Excel preferred
- Ability and willingness to travel to and stay in remote locations
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an advantage
- Excellent IT skills, especially in Word and Excel with ability to analyse data and interpret statistical information
- Ability to work under pressure, and prioritise workload according to the changing needs of the programme
- Enthusiastic, flexible and with the ability to work long hours in sometimes remote and/or insecure contexts to meet the needs of the programme
- Experience/knowledge of South Sudan

HOW TO APPLY

The position will be based in Koch. This position is ONLY open to South Sudanese Nationals.

Opening Date **27th September, 2019** and Closing date for receiving application will be **17th October, 2019.**

Applications and CVs should be delivered to: **jobs.southsudan@care.org** or Hand delivery to: **CARE Office NPA Building 3rd floor, Martyrs Street and Koch Field Office.**

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply

