



AFRICA DEVELOPMENT AID



Plot No. 379, Block 3K South, 1st Class  
Tongpiny, Opp. Medair, P.O. Box 122  
Juba, South Sudan  
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Email: ed@adadevelopment.org / yior.ada@gmail.com

Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	Monitoring, Evaluation & Learning (MEAL) Officer
Reporting to	The MEAL Officer Reports to the Head of Programmes
Duty station	Juba, the Capital city of the Republic of South Sudan - with frequent travel to the field
Collaboration	HR & Administration Manager; Finance; Sector Program Managers
Duration	Six (6) Months with possibility for extension depending on funding and performance
Number of vacancies	01 (one)
Date of the advert	Friday, 6th October, 2023
Closing Date	Wednesday, 25th October 2023
Starting date	Applications will be reviewed on a rolling basis.

**1.0. Organizational Context:**

Africa Development Aid is a Christian-based national (South Sudanese) Non- Governmental Organization (NGO) providing humanitarian & Developmental services in the Republic of South Sudan. ADA responds to conflict and disaster, considering a triple nexus approach in its programming in hope of a lasting peace. ADA was established in 2012, with services that have covered the following State in South Sudan: Central Equatoria, Eastern Equatoria, Upper Nile, Jonglei and Unity States.

ADA's sector interventions include FSL, E/SNFI, WASH, Child Protection, Education and Peacebuilding, including defending women's rights. As a mobile ES/NFI responder, ADA is mandated to intervene in any of the 10 States of South Sudan and the 3 Administrative areas. ADA generates funding from international donors, including UN agencies.

Motivated by the Motto: **"Secure Healthy People in Safe Environment"** Africa Development Aid is committed to promoting community peace and reconciliation with aim to promote sustainable economic and social development by working with local communities through relief and development activities. ADA aims to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, South Sudan programme is looking for a motivated, experienced and talented candidate, South Sudanese to fill the position of **"Monitoring, Evaluation & Learning Programme Officer"**. The MEAL Programme Officer will carry on this task across all the projects of ADA. The (MEAL) Programme Officer, shall hand in hand work with all programme managers and provide them with the support necessary for the success of the projects and ADA programmes in more broader way. The incumbent shall among many other tasks as shall be prescribed in the contract document, establish a sound MEAL section within the programme department to jump start the process of monitoring as required by ADA and the donors.

**1.2. Summary of Job description:** The Monitoring, Evaluation and Learning (MEAL) is required to establish and run an effective MEAL section in accordance with the M & E policy

**Secure Healthy People in Safe Environment**



of ADA and as per the requirement of the donors with aim to achieve positive results. The incumbent shall put in place the necessary monitoring tools, provide guidance to the programme by populating different projects' indicators, updating the database of the MEAL as implementation progress.

**2.0. The objective of this position is;** To create and maintain ADA's MEAL section, work with all the programme managers/officers inter alia to ensure projects progress are tracked and feedbacks are given given in areas that needs improvement or otherwise so that corrective measures can be taken.

**3.0. The general duties of the employee will be as follows;**

- To represent ADA Management interests in Malakal-based humanitarian agency activities
- To abide by all grant regulations imposed on ADA if applicable to an assigned project and agree to be bound by ADA's policies and procedures.
- To abide by all regulations stipulated in ADA's Human Resource Policy and be its custodian in Malakal base.
- To carry out all duties assigned by ADA Management, as stipulated in the 'specific responsibilities
- To accurately complete and submit timesheet verification of all pay periods worked.
- To carry out any duty (ies) and responsibilities assigned by the direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated whether within or without.
- Any other duties as may be assigned by ADA Management from time to time

**4.0. Specific job responsibilities**

- Timely plan project monitoring by devising a plan at the inception period till final evaluation.
- Assess and develop the organizational M & E Performance framework.
- Collect, compile and submit quality and timely project progress reports.
- Document and compile ADA's field success stories.
- Analyze staff M & E needs and conduct appropriate training to suit their level of understanding.
- Attend project review and coordination meetings both at country and field level.
- In addition to donor reporting tools, you shall develop other appropriate projects report tools.
- Participate in staff trainings, conducting field assessments and proposal development.
- Perform any other duties as may be assign by the Head of Programme
- Develop Monitoring, Evaluation and Reporting tools for ADA and ensure that all projects progress are monitored, evaluated and reported accordingly.
- Recommend on timely manner to the management how best results can be achieved. Compile and upload success stories and field achievements into ADA website.
- Support organization-wide planning, development, and communication activities as needed and ensure adherence to organizational advancement goals and policies.



- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Undertake all MEAL functions by working closely with programme team to ensure smooth implementation of projects
- Develop and use tools necessary for the Monitoring, Evaluation & Learning purposes
- The incumbent will facilitate trainings on the basics requirement of the MEAL to programme staff
- Create separate indicators tracking sheet for each project to avoid a mix-up
- Update as necessary you can the database and share whatever results of any MEAL activity with the Head of Programmes, more so with the specific project manager for quick action.

#### **5.0. Key Qualifications and Competencies:**

- Minimum university degree from a recognized university in Economics, Sociology, Statistics, Development Studies or other field related
- Master or certificate in Monitoring and Evaluation is an added advantage
- A minimum of (03) years working in humanitarian context and Development context in the same capacity
- Ability to develop and use tools relevant to the work of MEAL
- Ability to analyse data and be able to make correlations with what is in the project documents
- Fluency in English, both written and spoken with considerably oral knowledge of Arabic language
- Knowledge of donors' requirement such as South Sudan Humanitarian Fund Cluster's procedures and reporting;
- Refined training and facilitation skills, especially in cross-cultural environments;
- Proven abilities in managing successful community-based projects;
- General understanding of project management and monitoring techniques;
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Energetic and motivated skills in community mobilization, training, and team-building;
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, Power Point Presentation and email/internet programs; and
- Must have excellent oral and written communication skills.

#### **6.0. Desirable**

- Experience in humanitarian programmes particularly project proposal writing and implementation oversight
- Strong believer in Christian values





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- Knowledge of Humanitarian Accountability Principles
- Experience of working in humanitarian responses with EU or with EU funded project, USAID, INGOs/NNGOs or Government agencies in the same capacity.
- Be conversant with South Sudan humanitarian clusters' procedures
- Willing to travel and work in remote field locations where project activities are being implemented
- Have strong sense of accountability to both beneficiaries and the donors
- Must have a good working skills of the basic computer packages (Microsoft words, Excel and PowerPoint)
- Strong communication skills at a level appropriate for high level external representation and ability to tailor communications to different audiences
- Be willing to work in a team environment, travel and stay overnight at project site
- Be of high integrity and honesty

#### 7.0. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking



#### How to apply

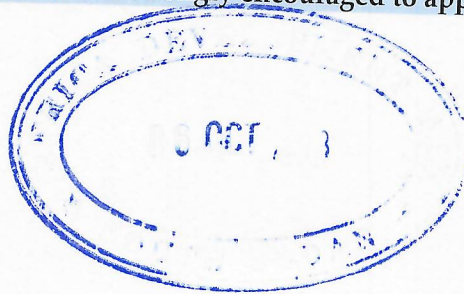
1. Submit your application electronically to our HR at [hr.adadevelopment@gmail.com](mailto:hr.adadevelopment@gmail.com)
2. **OR** submit **sealed hardcopies** of your application to ADA office, Plot 379 Theo Road, Tonging.
3. The application reference should be: "Application for Deputy Program Director - ADA"
4. Provide: an updated CV with valid contacts of three referees; letter of application with details of active telephone number and working email address; photocopies of academic credentials.

Female candidates would be preferred, but very competent male candidates will as well be considered, based on experience and qualifications.

**ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals**

Deadline for this advert is Wednesday, 25th October 2023 by 4:30 PM (CAT)

**Female candidates are strongly encouraged to apply!**



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