


### JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Job Title:	<b>Senior Monitoring, Evaluation, Accountability and Learning (MEAL) Officer</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Malakal - Relocatable</b>
Report To:	<b>Field Site Manager</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>ASAP</b>
Advertised Date:	<b>12/January/2024</b>
Closing Date:	<b>31/January/2024</b>

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 ATP approved  
 12 JAN 2024  
 12/01/2024  


#### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

#### Job Purpose

The role of the Senior Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer is to implement the MEAL work plan and contribute to achieving and improving the quality of the program/project. The Senior MEAL Officer will provide the support by collecting and managing the program's/project's output and outcome data. The Senior MEAL Officer also plays an important role in data analysis and carrying out MEAL activities in the field. The Senior MEAL Officer will provide support to 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) are in place across the mission.

#### Essential Job duties / Scope of Work:

##### 1. IMC's policies, guidelines, and procedures

- Develop guidance and standards methodologies for the collection and analysis of data against outcome indicators to allow for comparison and aggregation across time and the different projects.



- Actively promote Prevention of Sexual Exploitation and Abuse (PSEA) standards within IMC 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 to affected populations (AAP).
- Manage the implementation of policies and procedures for monitoring, evaluation and reporting in the country specific to AAP and CHS commitments

## 2. Project design and planning

- Participate in needs assessment by organizing the training for enumerators on assessment methodology, tools, respondent's selection, and supervise field team to ensure field level data integrity.
- Ensure that all data collection activities are participatory monitoring, evaluation, accountability, learning and needs assessment by involving the affected communities
- Develop or adapt data collection tools and facilitate translation if needed
- Support in developing results framework and logframe, including indicators for simple projects.

## 3. MEAL system

- Ensure that different components of the MEAL system are functional and relevant and maintain IPTT to track output, outcome, and impact indicators and their measurement in the different sectors of relevance.
- Support MEAL department in development of databases 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.
- Design and use tools for tracking project's progress and bottlenecks and develop data collection tools based on monitoring indicators.
- Maintain effective M&E system (ensure data collected translates to the M&E Framework/IPTT).
- Conduct regular site visits or when required to monitor service provision and ensure data quality.

## 4. Data quality management

- Conduct periodic data quality audits to assess the quality of collected data for indicators.
- Mitigate data pitfalls, issues, and ensure that strategies for quality data are in place.



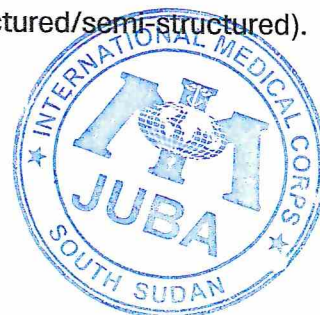
- Report data quality issues to the MEAL Manager/Coordinator.
- Conduct on-site routine data quality audits at community levels.
- Coordinate routine data quality audits conducted in different sites and compile results at the level of a project.
- Provide supportive supervision on data quality at facility and community-levels.

## 5. Sampling

- Apply the concept of 'random sampling' and 'systematic random sampling'.
- Apply 'spin-the-bottle' method used for selection of households in population-based surveys.
- Implement probability and non-probability sampling techniques as and when appropriate after consulting with manager.
- Develop sampling frame and carry out sampling following instructions (manager, guidelines).
- Use proper sampling (probability and non-probability) techniques as per MEAL Managers/Coordinator's instructions taking into consideration and ensure adherence to prescribed methodologies of sampling, data collection, and data entry.
- Develop sampling frame, calculate the sample size and draw samples for population-based surveys.

## 6. Qualitative and quantitative techniques

- Use different qualitative and quantitative methods of data collection including structured/ semi structured interviews, key informant interviews, in-depth interviews, group discussions, focus group discussions and direct observations as an M&E tool.
- Conduct trainings on qualitative and quantitative techniques for data collection for MEAL, program and interviewers.
- Develop and use key qualitative tools (observation checklists, guide for group discussion and interviews) for monitoring purposes.
- Engage with communities on accountability and conduct community consultations.
- Keeping the social dynamics, manage errors/bias and strategy to minimize them and to ensure the data collected is representative of populations without power (avoiding over dependence on community leaders, local authorities, and/or government authorities as primary sources for defining communities' needs and preferences).
- Engage with communities on accountability and conduct community consultations.
- Apply the different interview techniques (structured/semi-structured).



## 7. Mobile and manual data collection

- Determine the appropriate data collection tool based on the purpose, advantages and disadvantages of mobile data collection techniques.
- Design simple and complex questionnaire using XLS or form builder (Kobo form builder, ONA form builder, etc.)
- Install and configure mobile data collection tools (OKD collect, Kobo collect, ONA collect, etc.) on smart phones or tablets and manage data on mobile servers (Kobo form builder, ONA form builder, etc.)
  - Provide training to MEAL staff and enumerators on mobile data collection mechanism and software

## 8. Data analysis, including use of statistical software

- Perform data cleaning and ensuring data integrity before data analysis
- Perform descriptive univariate and bivariate data analysis using Excel Pivot tables or statistical software.
- Interpret frequency tables, bi-variate cross tables, the mean and median.
- Conduct of qualitative and quantitative data analysis using appropriate software
- Support MEAL and the project/program team on conducting statistical analysis including descriptive (univariate and bivariate data analysis) and inferential analysis using statistical software.
- Interpret frequency tables, bi-variate cross tables, the mean and median in meaningful manners.
- Interpret statistical data for use in decision-making and synthesize quantitative and qualitative information for write-up/reports and decision making.

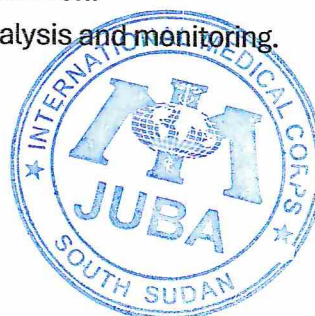
## 9. Evaluation design

- Apply the fundamental principles of evaluation (concepts, purposes and types of evaluations, contribution versus attribution, and counterfactual).
- Contribute to the preparation of project evaluation and supervise field level activities.
- Manage the administrative and logistic process of evaluations involving external evaluators.
- Train and supervise data gathering of internal performance evaluation and design and synthesize the findings from participative evaluation techniques (actively involving affected communities in the evaluation exercises).

## 10. Techniques for presenting information

- Communicate clearly the findings of monitoring activities and reviews against targets set by the project.
- Compile data and indicators at the project's level for reporting in a clear and concise manner, providing all required information.

Use Power Point to share results of data analysis and monitoring.



- Prepare clear progress reports.

#### **11. Management and leadership**

- Collaborate with MEAL and program for identifying the human needs for conducting any MEAL activities.
- Create a movement plan based on the sample size
- Ensure preparation of all supplies each day of the survey/assessment, including vehicles and required stationary, etc.
- Organize a daily debrief with the assessment team and check data quality, providing feedback to team members as needed.
- Supervise MEAL officers, assistants and survey enumerators at field sites level.

#### **12. Capacity development and training**

- Deliver basic training to teams on MEAL technical and conceptual areas.
- Assess the knowledge change of participants to trainings.
- Support in identifying training needs.
- Deliver basic training to teams on MEAL concepts.

#### **13. Knowledge Management and Learning**

- Organize the documentation of the project's activities, results, and processes.
- Organize secondary data (internal and external sources).
- Preparing relevant data to consolidate success stories.
- Collaborate with program for strengthening cross- learning and ensure the absorption of lessons learned.

#### **14. Community Based Feedback and Response Mechanism**

- Adhere to key concepts and commitments regarding accountability to affected populations (AAP), including IASC CAAP, CHS, and Sphere Humanitarian Charter.
- Ensure that all data collected via the CBFMR has been reported to the manager in a timely manner, by creating a complaints database.
- Support Accountability officer and/or MEAL Manager/Coordinator in implementing and monitoring the CBFMR, accountability initiatives, and practices across the Mission.
- Support the implementation of methodologies to consult communities on their preferences based on the operational context.

#### **15. Conflict Sensitivity**

- Monitor the general context through regular field visits and report issues affecting beneficiaries and intra-community relations.
- Conduct community consultations and engage with communities to ensure accountability by applying different interview techniques (structured/semi-structured).



- Ensure data collected is representative of the population and demonstrate an understanding of social dynamics.
16. Perform other duties and responsibilities as required requested by the supervisors.

**Prevention of Sexual Exploitation and Abuse**

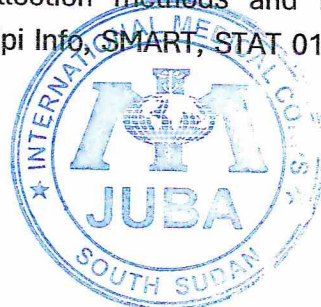
Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

**Compliance & Ethics:** Promotes and encourages a culture of compliance and ethics throughout the International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

**Ethical conduct for IMC staff:** The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

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

- Degree in Public Health, Sociology, development studies, Statistics with 2 years' experience or related discipline or a diploma in a related field with at least 4years experience
- Experience in monitoring and evaluation of health, nutrition or GBV programs
- Experience in analyzing data and reporting
- Excellent oral and written English communication skills
- Excellent oral and written local language communication skills
- Excellent interpersonal skills and the ability to work well in team environment
- Strong analytical skills and problem-solving skills
- Excellent organizational and time management skills and a high level of attention to details
- Working knowledge and application of MS Excel
- Knowledge on research and data collection methods and familiarity with statistical tools such as DHIS2, SPSS, Epi Info, SMART, STAT 01 and others (at least two).



- Fully computer literate with working knowledge of database and excel spreadsheet applications.
- Experience or knowledge of working in refugee, IDPs setting is an asset.
- Demonstrated understanding of emergency response activities
- Commitment to and understanding of International Medical Corps code of conduct, aims, values and operational principles.
- Understand key concepts and commitments regarding accountability to affected populations (AAP), including IASC, CAAP, CHS, and Sphere Humanitarian Charter.
- 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.

#### HOW TO APPLY

Interested candidate (**South Sudanese Nationals Only**) who meets the above criteria, should submit their application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Do not Submit Original Copies or Documents submitted are not returnable**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit it to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to Juba Head Office Plot # 320 block, 3k, Pope Pope Francis Road, Thongpiny, Juba, Central Equatoria

**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

**Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline. Locals are encouraged to apply, and priority will be given to them.**

We appreciate your applications; however, **Only Shortlisted Candidates will be contacted for interviews.**

Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). Please do not submit your CV or application to this website, it will not be considered for review.

