



## CARE SOUTH SUDAN

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:	<b>MEAL Officer</b>
Department:	<b>Program</b>
Location:	<b>Wau</b>
Reports to:	<b>Senior MEAL Officer</b>
Advert status:	<b>External Advert</b>

### JOB SUMMARY

Provide MEAL support across the program sectors in the field location for the implementation of routine data collection, verification, analysis & reporting, Accountability, periodic evaluations, Surveys & assessments in CARE programs in the field in collaboration with the Senior MEAL officer.

### Roles & Responsibilities

#### Data and information management

- Work with the project officers and program to ensure all reports are timely submitted.
- Support the County health department in data verification, validation and entry to CARE approved progress tracker as well as extract the necessary information for progress report.
- Ensure all program documents are uploaded up to date in the server; follow up with the program team and partners to ensure all reports, and program-related documents are in the appropriate filing system.

#### Capacity Building of Stakeholders in evidence-based decision makings

- Develop clear capacity building Plan for the new system of VSLA and advocate this to the stakeholder through relevant platform
- Act as a focal point in capacity building of the relevant project stakeholder through routine capacity building
- Act as a field or project level custodian of the VSLA system and reporting
- Conduct period data quality review and capacity building to the VSLA members and other project staff on data quality management

#### Attend VSLA member meetings on a periodic basis and documentation

- Participate in VSLA meetings and sampled some key lesions learnt and document
- Document success story of the group on progression as well as ensuring good photos



- Participate

### **Project Coordination and Community GRM**

- Attend regular coordination meeting and provide constructive feedback as well as document meeting minutes for future references
- Act as a focal point for Grievance redress mechanism across all areas on a day-to-day basis, including coordinating with field office and partner staff to ensure consistent understanding, to build capacity and provide tools and guidance.
- This person takes a lead on quality control and data analysis of the GRM data ensuring production of Monthly fact sheet.

### **Required Qualifications**

- Bachelor's degree in economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- Minimum of 4-7 years of working experience and demonstrated practical skills in M&E of humanitarian or development-funded projects.
- Previous experience supporting Gender and Protection related programming
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective measure of progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- 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 added advantage.
- Enthusiastic, flexible, and with the ability to work long hours Good knowledge of digital data collection apps including Kobocollect, ODK or other relevant apps where necessary
- Have a minimum of two (2) years of relevant professional experience at the local or national level in GBV prevention, protection, livelihood and entrepreneurial skills development; VSLA and cooperative development; and community engagement.
- Good understanding of the geographical location of the project implementation and ability to travel to project location

### **Desirable:**

- Experience in recovery and resilience programming in fragile contexts.
- Extensive experience on livelihoods in fragile context.
- Broad understanding of VSLA and protection dynamics in South Sudan.
- Excellent skills/experience in multi-sectoral programming
- Good facilitation skills and technical know-how of data management cycle
- Team leader and ability to work under pressure



### **HOW TO APPLY**

The position will be based in Wau. This position is **ONLY open to South Sudanese Nationals**. Opening Date **9<sup>th</sup> April 2025** and Closing date CARE South Sudan receiving application will be **30<sup>th</sup> April 2025**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: CARE Juba Head Office, NPA Building 3rd floor, Martyrs Street.

### **NB:**

- Applications once received are not returnable



- **Female Candidates are Highly encouraged to Apply**

**Attention!!!**

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

**CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity.**

