

**Job vacancy: Meal Officer.**

**Help - Hilfe zur Selbsthilfe** is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

The overall objective of the **Help – Germany** in South Sudan program is to assist the South Sudanese to respond and react to community WASH needs. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help -Germany currently works closely with the County WASH Departments in large scale county wide WASH and Nutrition programming. Help's Nutrition and Food Security programming is expanding its outreach mechanisms and introducing new initiatives. Help - Germany has program activities in Lakes State.

<b>Scope of position:</b>	Full-time (40 hours/week)
<b>Place of work:</b>	Yirol Field Office
<b>Contract duration:</b>	9 months
<b>Start date:</b>	Immediately
<b>Direct Reporting:</b>	Meal and Communication Advisor
<b>Doted Reporting:</b>	Director of Programs
<b>Overall Supervision:</b>	

50-H-3  
 Approved by senior inspectors  
 MOL/RCSI/07  
 23/02/2023  
 23 FEB 2023

**KEY RESPONSIBILITIES:****Support Programme Quality Management, Project Implementation, and Monitoring**

- Ensure that the HELP M&E Framework is implemented according to HELP MEAL guidelines.
- Ensure adherence by all HELP staff to HELP MEAL policy, project-specific MEAL plans and guidelines in the Complaint and Feedback Mechanism (CFRM).
- Participate in project kick-off, assessments and reviews, and close-out meetings, as well as learning events in order to highlight cross-cutting themes, areas of integration and best practices.

**Programme Monitoring, Evaluation, Accountability, and Learning**

- Update project monthly indicator tracking sheet, online database (Tola Data), CFRM database, Balanced score cards and submit reports and other information to Field Coordinator and CO MEAL and Communications Advisor as required.
- Act as the focal point for rolling out implementation and monitoring of community feedback mechanisms.

**South Sudan Country Coordination Office**  
 Hamza Inn Compound, Opposite NOTOS Restaurant  
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- Ensure that HELP team members and partners are accountable to persons of concern/affected persons in line with Core Humanitarian Standards.
- Ensure the development or updating of appropriate monitoring, tracking, and reporting tools and templates and train staff on the use of these tools.
- Participates in monthly, quarterly and annual review meetings with project partners, staff and state departmental across relevant ministries;
- Lead field level project assessments, including Post Distribution Monitoring (PDM), baseline survey, outcome measurement (KAP survey), and multisector-area level assessments where relevant (using mobile data collection)
- Ensure project data is disaggregated by area/location, Technical/thematic Area, gender, disability, beneficiary's displacement status (IDP, refugees, host community, returnee etc.).
- Document and keep records of achievements, lessons learnt and challenges experienced during implementation and share these regularly to inform programming and decision making.

Flag good practices and/or improvement areas or any outstanding issues requiring immediate action to the CO MEAL and Communications Advisor and Director

### Capacity Building

- Ensure all HELP staff are well conversant with the MEAL policy and procedures across all stages of the Project Cycle Management.
- Provide timely MEAL advice to HELP and partner staff as required.
- Support the MEAL and Communications Advisor in organizing MEAL capacity building and training for HELP and partner staff.
- Participate in HELP South Sudan, regional, and Global MEAL team meetings, contribute with ideas, and joint MEAL planning processes.

### Coordination and Partnerships

- Support HELP partners' MEAL focal points by having regular follow-ups, meetings, reviews, and discussions on MEAL planning, processes, practices, and issues.
- Participate in Sector Working Groups and coordination meetings when relevant.
- Engage in other MEAL or project-related tasks within the scope of the MEAL as assigned by line manager.

### Minimum Requirements

To be successful in this role we expect you to have:

- Bachelor's degree in a relevant field (Development, social research, project management or related field).
- Minimum 3 years of professional experience in humanitarian and/or development contexts with a specific focus on monitoring and evaluation.
- Experience working with NGOs and/or the humanitarian sector





- Experience in design and use of quantitative and qualitative data collection tools, data analysis, interpretation, and report writing.
- Knowledge/experience Project Cycle Management as well complaint, feedback and referral mechanisms.
- Excellent skills in MS Word, Excel, and PowerPoint.
- Knowledge of the Kobo Toolbox is desired.
- Specific training in MEAL is desired.
- Fluency in English; advanced verbal and written is essential. Arabic is added advantage



#### **HOW TO APPLY**

Interested candidates who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts.

Address your application to: **The Human Resource Department, HELP Hilfe zur Selbsthilfe South Sudan.** Qualified female candidates are particularly encouraged to apply

Applications can be submitted either online to this email [recruitment-ssd@help-ev.de](mailto:recruitment-ssd@help-ev.de) or Hand delivery to the HELP Field Offices in Juba or Yirol . **Closing Date for receiving applications is: 14<sup>th</sup>/03/2023 @ 5:30 PM Local Time and Applications will be reviewed on a rolling basis and the position might be filled before the closing date.**

