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15/1/2025  
Ministry of Labour, Public Service & Social Security  
Directorate of Labour  
Wau, South Sudan  
BGS - Wau

## EMPLOYMENT OPPORTUNITY: JOB VACANCY

Job Title: Planning Monitoring Evaluation and Learning (PMEAL) Officer  
 Reporting to: Planning Monitoring Evaluation and Learning (PMEAL) Coordinator  
 Job Location: Wau, South Sudan  
 Posting date: April 15, 2025 Closing date: April 25, 2025

### Organisation Description:

Johanniter-Unfall-Hilfe e.V. ([www.thejohanniter.org](http://www.thejohanniter.org)) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

**Our Do No Harm Commitment:** Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check includes Safeguarding aspects.

We have a **zero-tolerance policy** when people cause harm to others. Staff who misbehave or are complicit are held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

### Job Responsibilities and Accountabilities

#### Overall job purpose

The Program Monitoring, Evaluation, Accountability and Learning Officer (MEAL Officer) will be providing support in monitoring and evaluating on FSL project. He/she is particularly responsible for the planning and implementation of monitoring activities and outputs of the assigned projects in all the operational areas in WBeG and will support the PMEAL Co-ordinator as well as the technical Specialists in all data collection, analysis, and learning activities to ensure accountability and efficiency from start to finish for projects, both new and established throughout the projects period. The MEAL Officer will work closely with Program teams to assess field conditions, support capacity building initiatives, work on projects MEAL plan, and facilitate the collection of quality data under the supervision of the MEAL coordinator for the specific grants or projects within a program as assigned by the MEAL Coordinator.

#### Tasks:

#### Strategy and Vision (5%)

- Actively supports the values of Johanniter and shapes his/her work according to these values
- Contributes to the development and implementation of the global strategy of Johanniter International Assistance in his/her area of responsibility
- Supports the implementation of the country strategy in his/her area of responsibility in line with the global JIA strategy
- Supports the development of an organisational culture and leadership that addresses power relations and privilege, promotes diversity and inclusion, and encourages continuous self-reflection.





### Leadership (5%)

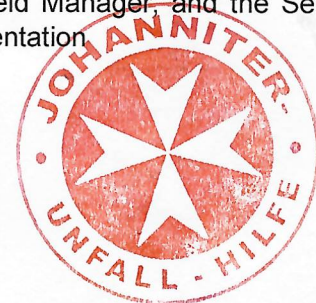
- Actively lives the Johanniter's leadership principles by fostering trust, embracing diversity, communicating openly, supporting wellbeing, and taking responsibility to contribute to a positive, inclusive, and adaptable work environment. This is reflected in the day-to-day activities in line with the Code of Conduct and related policies to achieve our goals
- Actively lives and leads by example, upholding the Johanniter leadership principles, supporting wellbeing, and creating a culture where the leadership mindset can emerge and thrive, actively empowering and guiding team members to an inclusive, accountable work environment to achieve shared goals and embrace change. This is reflected in the day-to-day activities in line with the Code of Conduct and related policies to achieve our goals

### Program Planning, Monitoring and Evaluation (40%)

- Assist the Field Manager, PMEAL coordinator, and the sector Specialists during the multi-year plan and budget (MPB) process to develop a good quality strategic plan budget for the country program.
- Actively participate in need assessment, project review and new project development and ensure quality of data/ statistics in project plans are available.
- Support all PMEAL initiatives for assigned project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary; and coordinate with Implementing Partners (IPs) for collecting data against agreed indicators.
- Develop projects monitoring, Evaluation, Accountable and Learning (PMEAL) Plan of the assigned projects in line with project Log frame and consulting with programme team and partners
- Ensuring regular flow of information on M&E processes, tools and data in use by the program team and engage with IPs to collect and manage essential data of their respective projects.
- Ensuring continuous updating of Wau Programmes database by providing the M&E information/data to MEAL, Program and Area Coordinators.
- Lead and supervise regular data collection through the program team and implementing partners and ensure the quality of the data by random verifications and validations and ensure that all data collected and reported are accurate and timely
- Lead the assessment, monitoring and evaluation data recording, managing, analyzing, discusses on findings, and document regular monitoring and evaluation data in a safe and accessible way.
- Conduct regular field monitoring visits, summarize findings, and shared the recommendation to program team to enhance evidence-based decision on timely basis.
- Develop PMEAL reference guides, assessment tools, data collection forms, and other PMEAL related documents and material
- Provide training to project staff and partners on reporting requirements, data collection tools, and monitoring and evaluations guidelines
- Play an active role with the program team and partners in conducting baseline surveys and KAP surveys
- Assist the senior PMEAL Coordinator and Field Manager in designing, coordinating and conducting project evaluations (mid-term and end-line)
- Assist the Field Manager and PMEAL Coordinator in designing and conducting Post Implementation Monitoring Survey (PIMS)
- Assist the team leaders, PMEAL Coordinator and Field Manager in conducting Programme quarterly and monthly reviews in providing timely data.

### Reporting, Sharing and Documentation (20%)

- Prepare monthly, quarterly, biannual and annual project performance monitoring sheet (against indicators) and share to the sector Specialists, Field Manager, and the Senior Program Manager (SPM) for action and follow up its implementation





- Timely submission of the data needed for reporting to sector Specialists, Field Manager, and the Senior Program Manager and other program team members. This includes weekly, monthly, quarterly and annual reports.
- Document lesson learned and contribute to the program quality improvement
- Assist the Field Manager, Senior Program Manager, and PMEAL Coordinator in developing quarterly, bi-annual and annual reports
- Regularly update IPTT, track changes and share up-to-date data to the sector Specialists, Field Manager and the Senior Program Manager
- Lead documentation of project activities pictures, data, success story and share with the management as needed.
- Provide feedback to partners and programme teams on projects' performance based on monitoring data findings

#### Accountability and Learning (20%)

- Assist the PMEAL Coordinator to develop accountability framework and community response feedback and complaint mechanism.
- Ensure community complaints get resolved on time and feedback mechanism is implemented effectively
- Facilitate accountability monitoring such as PDM and share accountability findings to Program teams
- Identify key learning questions and parameters for monitoring performance and comparing with targets, and spearhead the overall projects learning agenda through quarterly reviews, reflection and planning sessions
- Facilitate the project team to document lessons learned through case studies and other methods such as most significant changes
- Support partners in improving learning and sharing mechanisms in their projects and promotes culture of two-way learning in the organization

#### Coordination and Compliance (10%)

- Work collaboratively with different programme for strengthening integration and cross-learning in programme
- Proactively volunteer for various team activities and show an eagerness to take on any other tasks assigned by the line manager
- Ensure implementation of the Johanniter-South Sudan specific finance, anti-corruption, logistics, IT, security, communications and human resource/administration policies and procedures.
- Comply with any new procedures and guidelines designated in circulars from Project Coordinator or country office.
- Ensure any violations of the Johanniter Anti- corruption and Sexual Abuse and Exploitation Code of Conduct are reported to the Field Manager and or the Senior Program Manager. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of corruption, sexual abuse and exploitation of the people we work with by Johanniter and other humanitarian workers
- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

**Note:** The role of the PMEAL Officer cannot be limited to the specific duties and tasks detailed herein. The success of Johanniter's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly.





## **Qualifications, Skills and Experience:**

### **Education:**

- Degree in statistics, economics, public health, demography or a related field;
- At least 2 years of Monitoring and Evaluation experience (essential), mainly in food security, Health and Nutrition, Protection, and WASH programs
- Capacity to produce good-quality brief reports in English

### **Experience:**

- Good level of proficiency in Windows Excel and quantitative analysis
- Excellent computer skill such as Microsoft words, excel/spreadsheets/PowerPoint presentation, calendars and email.
- Ability to design M&E tools, guide and survey questionnaires
- Demonstrated ability to train and build capacity of project staffs
- Strong communication and interpersonal skills
- Bilingual in English and either Arabic or other local languages
- Experience of working on integration of nutrition in Food security and Sanitation Projects will be added advantage
- Knowledge and experience in the project area WBeG will be advantageous

### **Functional skills and knowledge:**

- Demonstrated capacity to use project PMEAL to advance strategic goals and provide data for decision-making;
- Competency in training and capacity-building required and skill in data quality assurance desired;
- Strong oral and written communication skills;
- Excellent computer skills, including data software, DHIS, NIS, Kobo collect/ODK etc.
- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Should be able to plan his/her own work on daily/weekly/monthly bases
- Should be a Team player
- Ability to work with minimal supervision

This position is for only **Qualified South Sudanese National with all the Nationality Legal Documents.**

### **How to apply:**

Please send your application and CV to this email address: [hr.southsudan@thejohanniter.org](mailto:hr.southsudan@thejohanniter.org) or hand deliver your updated CV, Motivation Letter and certificates to Johanniter Wau Field Office, located in Wau town not later than **April 25, 2025 by 5:00pm** South Sudan Standard time.

Please indicate the **title** of the position you are applying for on the envelop or in the subject line in the on email and only shortlisted candidates will be contacted for the interview.

Due to urgent need to fill this position, we will be reviewing the application on daily basis.

All photocopies of your application/documents will remain the properties of Johanniter International

Assistance. **Note:** Johanniter is an equal Employer. **“Qualified Women are Highly encouraged to apply”**

