

Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

- Job Title:** MEAL Specialist
- Qualification:** Bachelor's or master's degree in social work, Monitoring & Evaluation, Statistics, Development Studies, Public Administration, or related field.
- Experience:** 7 years' experience in GBV program M&E, helpline or safehouse monitoring, or social service evaluation.
- Job Location:** Juba/Roving
- Supervisor:** Project Coordinator
- Closing date:** 18th December 2025 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

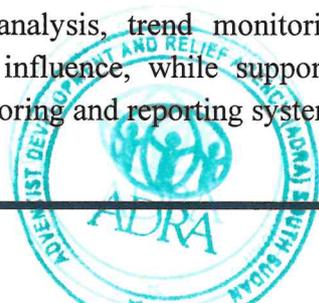
ADRA's Motto: *Justice. Compassion. Love*

ADRA's Values: *Courageous. Compassionate. Connected*

JOB SUMMARY:

The M&E Specialist will design, implement, and oversee a robust, integrated monitoring and evaluation system for Component Three of SSWSEEP, covering GBV Helpline operations, Safehouse management, and GBV case management services. The role ensures high-quality service delivery, compliance with GRM, PSEA, SEA/SH, Do No Harm, and survivor-centered principles, and facilitates government capacity transfer for sustainable MGCSW-led M&E systems.

The Specialist will provide actionable insights through data analysis, trend monitoring, and reporting, enabling evidence-based decision-making and policy influence, while supporting the institutionalization of government ownership of GBV service monitoring and reporting systems.



DUTIES & RESPONSIBILITIES:

1. Design and Implementation of M&E Framework

- Develop and operationalize a comprehensive M&E framework for Component Three, integrating safehouse operations, GBV Helpline (445), and case management activities.
- Ensure alignment with World Bank ESS standards, SSWSEEP GRM protocols, SEA/SH guidance, PSEA, and Do No Harm principles.
- Design performance indicators, reporting templates, dashboards, and evaluation tools that capture outputs, outcomes, and impact.
- Include indicators on service utilization, survivor satisfaction, referral efficiency, cost-efficiency, and risk mitigation.

2. Data Collection, Management, and Analysis

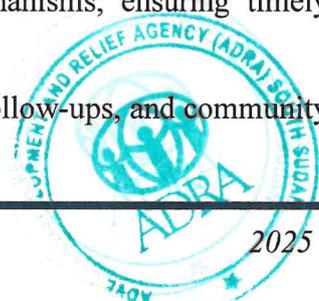
- Oversee routine and real-time data collection from GBV Helpline, Safehouse, and case management systems (GBVIMS+, GRM database, or approved platforms).
- Ensure data integrity, confidentiality, encryption, and consent-based information management.
- Conduct regular data cleaning, validation, and verification, including cross-checks with state and local reporting.
- Produce trend analysis, gap analysis, and risk identification to inform program adjustments and policy recommendations.

3. Reporting and Knowledge Management

- Prepare and submit monthly, quarterly, and annual reports for PMU, MGCSW, implementing partners, and World Bank, including:
 - Service utilization trends
 - Helpline and safehouse call and referral statistics
 - Case management outputs and high-risk case escalations
 - Cost-efficiency analyses and budget tracking
- Develop knowledge products, policy briefs, and lessons learned documentation to support decision-making and advocacy.

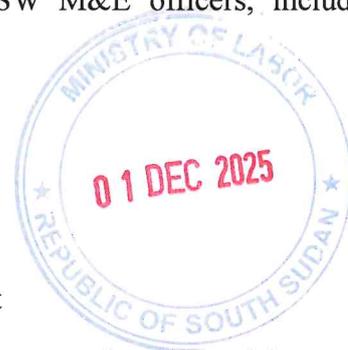
4. Integration with Helpline, Safehouse, and GRM

- Ensure helpline data is fully integrated with case management and safehouse reporting for real-time monitoring and referral tracking.
- Align M&E processes with GRM and SEA/SH reporting mechanisms, ensuring timely escalation of sensitive cases per SSWSEEP protocol.
- Track survivor feedback through safehouse exit surveys, helpline follow-ups, and community feedback mechanisms.



5. Government Capacity Transfer & Sustainability

- Develop and implement capacity-building plans for MGCSW M&E officers, including mentorship, training, and shadowing.
- Transfer knowledge and skills to government staff on:
 - Data collection, validation, and reporting
 - Dashboard management and trend analysis
 - Performance monitoring and cost-efficiency assessment
- Support development of SOPs, manuals, and tools for government adoption and long-term institutionalization.
- Facilitate integration of M&E systems into MGCSW budget, reporting structures, and national policy frameworks.



6. Compliance and Quality Assurance

- Ensure SEA/SH, PSEA, child safeguarding, and Do No Harm compliance in all M&E activities.
- Conduct internal audits, verification exercises, and data quality assessments at state, county, payam, and site levels.
- Recommend and oversee corrective actions to address compliance gaps or operational inefficiencies.

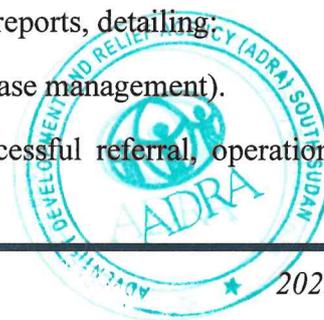
Expected Outputs – Monitoring & Evaluation (M&E) Specialist, SSWSEEP Component Three

1. Integrated M&E Framework and Tools

- Design and implement a comprehensive M&E system covering all Component Three activities: GBV Helpline (445), Safehouse operations, and case management services.
- Develop standard operating procedures (SOPs), data collection tools, reporting templates, dashboards, and evaluation instruments that are aligned with WB ESS standards, SSWSEEP GRM protocols, PSEA, SEA/SH, and survivor-centered principles.
- Ensure integration with GBVIMS+, GRM platforms, and Safehouse operational data, including high-risk case tracking and follow-up mechanisms.
- Include feedback loops to allow PMU, MGCSW, and implementing partners to adjust programming in real time.

2. Routine Reports and Interactive Dashboards

- Produce monthly, quarterly, and annual operational and technical reports, detailing:
 - Service utilization by thematic area (helpline, safehouse, case management).
 - Cost-efficiency metrics (unit cost per call, cost per successful referral, operational expenditure vs. budget).



- Compliance and risk indicators related to GRM, SEA/SH, and PSEA.
- Trends in service demand, referral patterns, demographics, and geographic coverage.
- Develop interactive dashboards for PMU and MGCSW leadership to:
 - Monitor performance indicators in real time.
 - Track high-risk cases and referrals.
 - Evaluate sustainability, capacity transfer progress, and operational efficiency.

3. Government Capacity Transfer Package

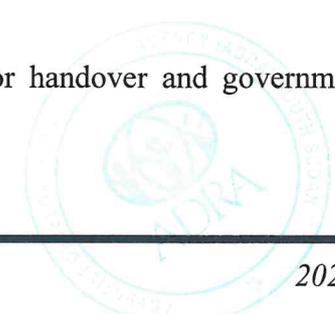
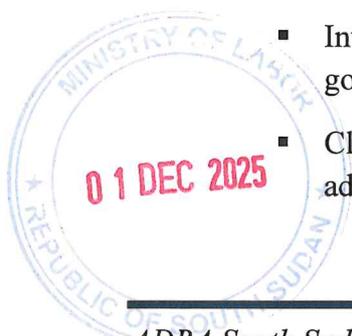
- Prepare a comprehensive capacity-building package for MGCSW and government-assigned staff, including:
 - Training manuals, facilitator guides, job aids, checklists, and SOPs.
 - Documentation of mentorship, shadowing sessions, coaching logs, and learning assessments.
 - Templates for data collection, reporting, and dashboards for permanent government use.
- Provide evidence of skills transfer, competency development, and institutional readiness to manage M&E independently.

4. Compliance, Quality Assurance & Audit Reports

- Conduct routine internal data quality audits, verification exercises, and field assessments to ensure integrity, accuracy, and completeness of collected data.
- Produce compliance and audit reports that include:
 - Alignment with GRM protocols, SEA/SH reporting, PSEA requirements, and World Bank ESS10 safeguards.
 - Recommendations for corrective actions and continuous improvement.
- Support policy-level reporting and strategic decision-making for the project through trend analysis, gap identification, and operational insights.

5. Sustainability & Handover Roadmap

- Develop a comprehensive, evidence-based roadmap for full MGCSW ownership of M&E systems, ensuring:
 - Institutionalization of dashboards, reporting tools, SOPs, and evaluation processes.
 - Integration of M&E into national policies, operational frameworks, and annual government budgets.
 - Clear timelines, milestones, and verification criteria for handover and government adoption.



- Include lessons learned documentation, improvement plans, and recommendations for long-term, cost-efficient, and high-quality monitoring of GBV, Safehouse, and helpline services.

Required skills:

- Proven experience in government capacity building, SOP development, and institutionalization.
- Proficiency in GBVIMS+, GRM systems, MS Office, Power BI/Tableau or similar dashboard tools.
- Knowledge of PSEA, SEA/SH, child safeguarding, Do No Harm principles, and World Bank ESS.
- Strong analytical, reporting, and communication skills.
- Fluency in English; knowledge of local languages preferred.
- Willingness to travel to all project states and administrative areas, including remote and high-risk locations.

PERFORMANCE INDICATORS:

1. Meet at least 75% of project work plan indicators.
2. Complete at least 75% of planned field activities.
3. Ensure timely submission of all sites reports.
4. Time management



INSTRUCTIONS FOR APPLICATIONS:

All applications should be delivery to ADRA office-Juba or by email to jobs@adrasouthsudan.org
 Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. The CVs will be reviewed on a rolling basis

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

