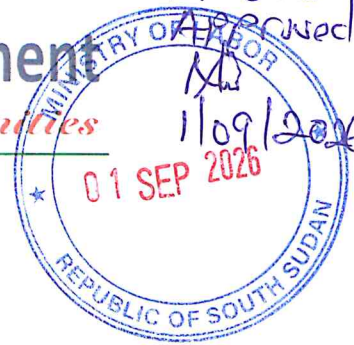




Christian Mission for Development

Transforming lives, building communities



Vacancy Announcement

VACCANCY (01)

Job Title: MEAL Officer (01)		Expected Start Date: September/October 2026
Reporting to: Education & Child Protection Manager and works closely with MEAL Coordinator in Juba and Education Assistant in Bor Town.		
Basic Position Description: The MEAL Officer will lead the operationalization of the PlayMatters 3.0 Project's Monitoring and Evaluation Framework by tracking project data, measuring the impact of play-based educational activities and learning outcomes in target schools and communities, and ensuring the program meets quality standards in Bor South County, Jonglei State. He/she will ensure timely collection, verification, analysis and reporting of data in line with the project log frames, indicator tracking tables, and methods of verification at output and outcome levels to measure project progress, demonstrate results, and comply with donor requirements.		
Country: South Sudan	Duty Station: Bor Regional Office, Bor Town, Jonglei State	
Contract Duration	10 Months - full time & fixed term, renewable based on performance and availability of funds.	

About CMD:

Christian Mission for Development (CMD) is a non-profit, non-governmental, multi-sectoral relief and development organization working to provide holistic services to poor and poverty-stricken communities in South Sudan and the region. Founded in 2005, CMD has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helping affected communities rebuild their lives.

CMD works with partners to access hard-to-reach areas with very little or no basic services and significantly respond in regions affected by war, floods, poverty, extreme hunger, and illiteracy. Our thematic areas are Education & Child Protection, WASH, Health, Nutrition, Food Security and Livelihoods, and Protection.

Vision: CMD envisions empowered, holistically transformed and economically self-reliant communities growing in unity and diversity.

Mission: CMD exists to inspire, empower, and transform communities through provision of holistic social services and development assistance.

Program Background

PlayMatters 3.0 is a flagship education initiative implemented by the International Rescue Committee (IRC), alongside Consortium Partners Plan International (PI) and War Child Alliance (WCA), and backed by a funding commitment from the LEGO Foundation. It aims to expand and sustain play-based learning for crisis-affected children in South Sudan, Uganda, and Ethiopia.





Christian Mission for Development

Transforming lives, building communities

The third phase of this program focuses on transitioning from initial trials to integrating and institutionalizing "Learning through Play" within national education systems in Ethiopia, Uganda and South Sudan, specifically benefiting pre-primary and primary school students.

In South Sudan, War Child Holland (WCH), representing WCA, is partnering with national partners to spark lifelong learning through play. The Christian Mission for Development (CMD) is one such partner entrusted by WCH to work with the government in Jonglei State, schoolchildren, teachers, and communities in Bor South County to embed Learning through Play, a guided, hands-on approach that strengthens learning, wellbeing.

Main Roles & Responsibilities

The MEAL Officer will perform his/her duties under the close supervision of CMD's Education & Child Protection Manager and MEAL Coordinator. His/her CORE responsibilities will include:

1. **Monitoring:** Track day-to-day activities, attendance, and the distribution of play materials in schools or community spaces; track education indicators like learner attendance, and teacher training sessions; and conduct routine school monitoring visits.
2. **Evaluation:** Measure learning outcomes and child engagement to see if play-based methods improve educational results; and design and lead baseline, mid-term, and endline assessments to measure improvements in teaching and learning outcomes.
3. **Accountability:** Maintain feedback mechanisms so project participants, children, teachers, and parents can share complaints or suggestions.
4. **Learning:** Host reflection sessions with project staff to use data for smarter decisions and future program adjustments; and share data insights with project managers to help teams adapt and improve education delivery under PlayMatters 3.0.

In greater detail, he/she is expected to carry out the following SPECIFIC responsibilities in line with PlayMatters 3.0 MEAL Framework under International Rescue Committee, Plan International and War Child Holland:

Monitoring and Evaluation Framework:

1. Develop, refine, and implement MEAL plans for assigned PlayMatters 3.0 caseload, ensuring alignment with donors, and Consortium MEAL standards.
2. Ensure timely and high-quality implementation of MEAL activities, including qualitative and quantitative data collection, based on the established Consortium MEAL Calendar.
3. Ensure proper documentation in accordance with CMD standards, including maintaining MEAL folders, raw and analytic datasets, evidence, tools, analysis workbooks, and all related documentation.
4. Adapt and strengthen data collection tools as needed to ensure accurate measurement of PlayMatters 3.0 country-level indicators.
5. Ensure monitoring data is properly disaggregated (sex, age, disability and other relevant variables) and meets minimum quality standards.





Christian Mission for Development

Transforming lives, building communities

6. Coordinate and conduct routine monitoring activities (e.g. activity monitoring, post-distribution monitoring, on-site observations, verification visits) across all target schools and communities.

Data Management:

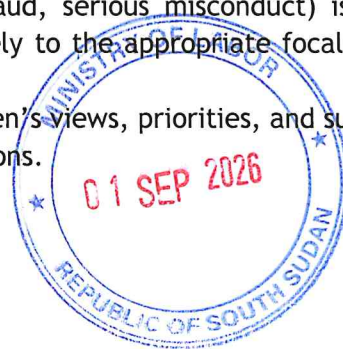
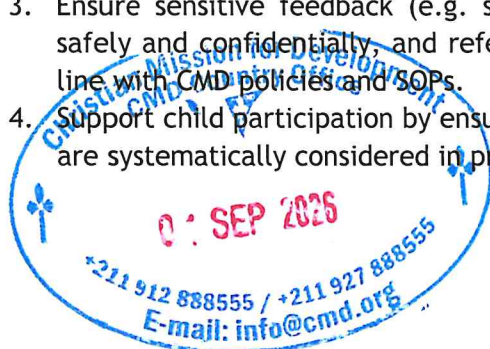
1. Lead the implementation of data collection activities in close coordination with the project team.
2. Lead, and when required organize, data collection activities especially for qualitative data.
3. Provide on-the-job coaching to data collectors to minimise bias, improve interviewing techniques, and ensure accurate and complete data.
4. Support data quality assessments (DQAs) for both routine and survey data and contribute to analysis and reporting.
5. Maintain a chronological record of progress against targets and contribute to the design and structuring of the PlayMatters 3.0 Project database to guarantee data accuracy, traceability, and availability for donor reporting and audit purposes.
6. Ensure that data collected is analyzed to identify risks and challenges and to contribute to the development of success stories.
7. Produce dashboards and data visualizations to enhance the visibility and tracking of project outcomes and outputs.

Reporting:

1. Prepare indicator progress summaries and lessons learned.
2. Support the implementation of internal project quarterly and annual reviews in line with Consortium MEAL guidelines, ensuring the use, adaptation, and updating of relevant tools and templates to facilitate structured reflection and indicators assessment.
3. Ensure that the MEAL narrative for internal and external reporting is clear, precise and in compliance with donor requirements; ensuring clear presentation of results, rigorous analysis of outputs and outcomes, proper interpretation of findings, and evidence-based reporting aligned with indicators' results.

Accountability and Learning:

1. Ensure accountability to project beneficiaries by supporting feedback and complaints mechanisms.
2. Raise awareness with communities, including children and caregivers, about their rights, available feedback channels, the right to complain, and CMD's commitment to Prevention of Sexual Exploitation and Abuse (PSEA) and safeguarding.
3. Ensure sensitive feedback (e.g. safeguarding, fraud, serious misconduct) is handled safely and confidentially, and referred immediately to the appropriate focal points in line with CMD policies and SOPs.
4. Support child participation by ensuring that children's views, priorities, and suggestions are systematically considered in program adaptations.





Christian Mission for Development

Transforming lives, building communities

5. Monitor, analyze and report on beneficiary satisfaction surveys through the implementation and analysis of Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and stakeholder consultation sessions.
6. Follow up on the recommendations and action plans resulting from accountability and learning activities to support their effective implementation.
7. Ensure proper planning and follow-up of the project's capitalization and learning exercises to support knowledge management and adaptive implementation.
8. Facilitate and document learning and knowledge sharing sessions to ensure evidence-based decision-making process and inform the development of future projects.
9. Support periodic learning and reflection sessions with project team (e.g. monthly/quarterly review meetings, after-action reviews, learning workshops).
10. Actively participate in sub-national monitoring/information management working groups, when applicable, and other relevant meetings, sharing lessons learned and feeding lessons back at the program level.

Qualifications and Experience

- A bachelor's degree in statistics, education, social sciences, or a related field.
- At least 3 years of professional experience in monitoring and evaluation, ideally within education or humanitarian projects.
- Proficiency in collecting both numbers and stories (quantitative and qualitative data) using digital tools like KoboToolbox or ODK, and statistical software like SPSS, STATA, or Excel.
- Strong writing skills to create clear reports for project managers and donors.
- Ability to engage, train, and work with local education authorities, and other relevant institutions as well as teachers, parents, and children to improve children's learning outcomes using Learning through Play (LtP).
- Solid organizational skills, including multitasking and time-management and strong stakeholder and teamwork skills.
- Strong child protection and safeguarding credentials that ensure prevention of sexual exploitation and abuse of beneficiaries and stakeholders.

Safeguarding

The Christian Mission for Development (CMD) is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

1. Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
2. Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
3. Complying with all safeguarding framework policies and practices.
4. Completing mandatory training courses relating to our safeguarding practice.





Christian Mission for Development

Transforming lives, building communities

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: HR Department, CMD South Sudan OR email them to juba@cmd.org, pc@cmd.org, and education@cmd.org NOT later than Wednesday 23rd September 2026.
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**. Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 157 Block No. III, 3rd Class Residential Area, Near Catholic University of South Sudan, Juba-South Sudan.
3. The position is open only to South Sudanese nationals with reputable credentials in MEAL programming.
4. Female applicants are particularly and strongly encouraged to apply.
5. Only shortlisted candidates will be contacted, and applications submitted will not be returned.

