



50.H.3  
Approved by  
Inspector of Labour  
8/2023



**JOB ADVERTISEMENT: MEAL Officer.**

**Organization:** The Organization for Children Harmony (TOCH) in South Sudan.

**About the Organization:** The Organization for Children Harmony (TOCH) is a South Sudanese National child focus Non-Government Organization (NGO) established in 2008. The organization is legally registered with the Ministry of Justice and with the South Sudan Relief and Rehabilitation Commission (SSRRC) with different offices and a number of interventions running in different Counties of former Warrap state.

TOCH implements a diverse portfolio of programs and projects on both Emergency and Social Development issues that are focused on contributing towards child protection and women empowerment and general livelihoods in their communities. Our current interventions specifically target Vulnerable Children both girls and boys, women, and vulnerable households such as the poor, Internally Displaced Persons (IDPs), and Returnees in our operation areas by providing assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty all our programming is guided by our core values.

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|------------------------|---|
| <b>Job Title</b>       | MEAL Officer  |
| <b>Reporting to</b>    | Head of Program   |
| <b>Location</b>        | Juba-with travels to the field locations.                               |
| <b>Contract Length</b> | (11)-Months with possible extension after Probation period of 3 months. |
| <b>Closing Date</b>    | 30 <sup>th</sup> - August, 2023.  |

**Job Purpose/ Summary:** Reporting to the Head of Program, the MEAL Coordinator will carry out Monitoring, Evaluation, Assessment and Reporting activities with a view to determine the impact of the projects (GBV, Child Protection, education, Peace building, FSL, WASH) and how it influences the lives of targeted communities. The MEAL Coordinator will help to conduct surveys, collect routine monitoring data and support data analysis and reporting. The MEAL Coordinator will also support the implementation of the program accountability framework including adherence to donor requirements in implementation.

**Summary of TOCH MEAL Frame WORK**

- a) **Results:** Using approaches and tools that anticipate and provide a basis for identifying and assessing results, both expected and unexpected.
- b) **Management:** Providing a guide to tracking progress in program implementation against program plans, performance indicators, and targets, and a basis for correcting the relationship between program inputs, activities, and outputs where needed.



- c) **Accountability:** Accounting and reporting on the use of resources allocated and results achieved to a range of stakeholders such as government, funders, organizational governance, and management personnel, members of the public, and program project participants.
- d) **Learning:** Generating and disseminating knowledge about good practice, learning from experience as to what works and what does not, and why a program was successful or not, in its particular context. MEF enables organizations to establish mechanisms to identify successes, challenges, and lessons learned from a project/program on an ongoing basis;
- e) **Program Improvement:** Improving the design and performance of a program during its implementation and making overall judgments as to the quality, value, effectiveness, and importance of a program.
- f) **Decision Making:** Using the results generated by monitoring and evaluation to inform decisions such as on program design, resource allocation, program direction, and program continuation.
- g) **Information Source:** Provides a consolidated source of information in all TOCH Projects and Programs.

**Main duties & responsibilities:**

1. Actively contributes to development and maintenance of overall M&E frameworks/system for the projects;
2. Takes part in and lead data collection in the field and Facilitate training of data collectors and relevant country staff on M&E;
3. Support monthly, quarterly and annual reporting (specifically aggregation of outputs);
4. Responsible for development of M&E plans at inception;
5. Supports and facilitates projects management on data collection, entry, analysis, storage and dissemination;
6. Responsible for implementation of M&E plans, conducting impact assessments and producing impact monitoring reports for program internal use as well as for Donor reporting throughout the project cycle;
7. Plans and develops detailed data collection tools, ensure that data collection is scientific and defensible;
8. Collaborate with project team and external consultants in preparation for baseline studies, evaluations, and special studies.
9. Attend and participate in Sub cluster coordination meetings and other related Working Group meetings at the national level, state level – either alone or together with other relevant team members





10. Contribute to the preparation of presentations required for meetings for internal and external use including donor presentations.
11. Develop a simple indicator tracking matrix for the county teams and orientate the M&E officers on its use
12. Document and disseminate lessons learned for decision making and adaptation
13. Support head of program to develop/design proposals and plans for quarterly and annual surveys/ studies
14. Perform other tasks as requested

### **Education, Experience, Skills & Technical Competencies**

Bachelor's Degree in monitoring and evaluation, research, Social Planning, Development Studies or an equivalent

Demonstrated experience within research planning, management and analysis of data using scientific methods like SPSS;

A minimum of five years of related work experience in Research/ M&E management position.

Excellent knowledge in Monitoring and evaluation system and processes;

Broad working knowledge and experience of working with various donors

Possess strong analytical and conceptual skills;

Proven ability to prioritize tasks, meet deadlines and work with limited supervision;

High integrity, self-driven and able to set own work schedule with rigorous deadlines.

Ability to initiate and complete assignments and to work under demanding circumstances with minimal supervision

### **In case of emergency**

- Promote children rights, contributing for children wellnes and protection during emergencies, guided by the humanitarian principles and the TOCH code of conduct



- Be prepared to support TOCH interventions in response to emergencies and able to be allocated in any province in the country;
- Develop any activity requested by line managers

### Child Safeguarding

- Behave towards children in a way which reflects the Code of Conduct and Safeguarding Policy.
- Ensure that programs are designed through a child safeguarding lens to prevent any harm by program activities and/or abuse from staff/representatives (including volunteers).

### ESSENTIAL SKILLS AND BEHAVIOURS (our Values in Practice)

- Excellent writing and communication skills
- Proven ability to communicate verbally with a wide range of actors and audiences.
- Fluent in English and Arabic

#### Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling TOCH values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for TOCH, engages and motivates others
- Future orientated, thinks strategically

#### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

#### Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

#### Integrity:

Honest, encourages openness and transparency

### Essential

- Strong understanding of approaches for communicating information to a wide range of audiences including media relations
- Advanced proficiency in graphic design and photography
- Ability to multi task, work under pressure and to meet tight deadlines, responsive to external requests and strong team player.
- Excellent communication skills with excellent command of the English and Arabic languages.
- Ability to review and edit reports and products (in English and Arabic) for dissemination and







publications.

- Experience identifying target audiences and devising promotional and campaign strategies to engage, inform and motivate current and potential partners
- Willing and able to travel widely in country to support field teams

### Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

### Equal Opportunities

The role holder is required to carry out the duties in accordance with the TOCH Equal Opportunities and Diversity policies and procedures

### Child Safeguarding:

Behave towards children in a way which reflects the Code of Conduct and Safeguarding Policy

### Health and Safety

The role holder is required to carry out the duties in accordance with TOCH Health and Safety policies and procedures

### FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. To [recruitment@toch-ss.org](mailto:recruitment@toch-ss.org) or hand deliver at the Reception at TOCH office at Kuajok, Warrap and Tonj field Offices as well as Juba Head office by close of business on 30<sup>th</sup>- August- 2023.

*The position must be clearly indicated in your subject line of the envelope.*

### Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.



### Disclaimer:

**Toch South Sudan does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents**