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Approved by  
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4/10/2022

Danish Refugee Council

Juba Country Office

Addis Ababa Road, Next to  
UNICEF, Juba, South  
Sudan



## INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. MAK 2022/04/10/0002

### Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

### Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC is operational in Unity states, Central Equatoria, Western Bahr El Ghazal and the Upper Nile region. The South Sudan Programme works in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC Seeks to Recruit: -

<b>Position Title:</b>	MEAL Officer
<b>Reports to:</b>	Area Manager
<b>Unit/ Department:</b>	Programme
<b>Location:</b>	Malakal
<b>Employment category</b>	H1.1
<b>Eligibility:</b>	South Sudanese National Only
<b>Employment Start Date:</b>	As soon as possible
<b>Salary</b>	According to DRC salary policy – Non-negotiable
<b>Advertisement Closing Deadline</b>	21 <sup>st</sup> October 2022



**Overall purpose of the role:**

To Provide MEAL support across the programme sectors in the field location for the implementation of routine data collection, analysis & reporting, accountability, periodic evaluations, surveys & assessment in DRC programmes in the field in collaboration with the programme team in line with the Country Office MEAL strategy.

**Detailed Responsibilities:**

- Work with the program Managers (PMs) to develop a monthly data collection and verification plan, ensuring that beneficiary groups are visited, and reports collected and sent to Juba by 5<sup>th</sup> of every month.
- Develop MEAL plans within a month for each grant in the field location
- Review monthly field reports and provide feedback on data quality, completeness and trends performance analysis before it is sent from the field to Juba.
- Work with the relevant field programme managers to track the progress of project indicators, data collection, analysis and ensure Area Office reports are consolidated and sent to Area Manager and country office timely
- Support PMs on regular updating of the MEAL Database and ensure project managers update the MEAL Database
- Carry out data quality checks on the MEAL Database, ensure programme quality and compliance checks in the field
- Conduct regular supervision visits to each beneficiary groups and programme sites.
- Provide training on MEAL for relevant field staff and ensure standardized M&E tools are used in the field.
- Carry out spot checks on programme related trainings conducted using training reports and attendance sheets.
- Target setting– Share the relevant indicators with the field team and work with the PMs to set and measure targets and monitor progress on the targets for each donor and in line with the indicators and population figures.

**Support the implementation of Accountability, Evaluations, Surveys and Assessment:**

- Support the over-all process of Surveys and Assessment and research studies including data collection across all programme sectors, advising, supporting and helping practically as and where necessary including support to planning, logistics, participant selection, designing questions and selection and training of enumerators, data collection and documentation.
- Plan and carry out Post Distribution Monitoring (PDM), Market Assessments, Rapid Assessments, beneficiary Satisfaction surveys and other pre and post implementation assessment where and when required.
- Collation and reporting of lessons learnt and learning workshops in the field.
- Carry out quarterly feedback meetings with community members and community leaders
- Ensure good coordination with logistics and finance teams in the field on surveys, assessment and evaluation in the field.
- Default field focal person for supporting FCRM activities (in conjunction with CCCM staff).
- Support the Accountability focal person in conducting of Core humanitarian standards (CHS) trainings in the field
- Working closely with Accountability focal person in the conduct Accountability Assessments in the field
- Carry out regular analysis of Feedback and complaints and line manage the CRM desk.



**Experience and technical competencies:**

- A minimum of 2 years of direct, “hands-on” working experience in conducting surveys, assessments, research, statistical data analysis, monitoring and evaluation of emergency or resilience programmes in conflict or post conflict setting.
- Experience in data collection tool through ODK –KoBo toolbox system to design and convert the data collection tools in to ODK is desirable.
- Experience in data management using Office, Excel, EPI-Info, ENA , SPSS and/or STATA. This will include hands-on experience in data capturing and coding, analysis and reporting of indicator data as well as supervising data collection.
- Excellent interpersonal skills both verbal and written communications skills as well as strong team working skills
- Ability to manage multiple tasks in an effective, pro-active and timely manner.
- **The candidate should be a resident of the field location.**

**Education:** (include certificates, licenses etc.)

- University degree in statistics, Economics, Information and Technology, Monitoring and Evaluation or related studies

*Find the definition of DRC’s Core competencies [here](#)*

All DRC staff should master the 5 core competencies:

**Languages:** (indicate fluency level)

- Proficiency in reading, writing and understanding in English and Arabic is essential
- Proficiency in any other local languages would be an advantage

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

**Key stakeholders:** (internal and external)

- MEAL Manager
- MEAL Specialist/Coordinators
- Head of Programme Program
- Technical coordinators
- Project Managers
- Area Managers
- Field program managers

**Last updated:**

30<sup>th</sup> November 2021

**How to apply**

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo)



**OR** Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC office in Malakal/Juba OR any nearby DRC Office. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop.

**Equal Opportunities:** DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics

**Safeguarding:** *DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti -Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process*

**NOTE:** Only short-listed candidates will be contacted.

