



Vacancy Announcement	
<b>Job Title:</b>	MEAL Officer- National Non-Relocatable (01 Position)
<b>Band / Level / Grade:</b>	8B
<b>Department:</b>	Women Protection and Empowerment
<b>Location:</b>	Maban County- Upper Nile State
<b>Overtime Eligible: (per local law)</b>	Exempt
<b>Opening Date</b>	January 24 <sup>th</sup> 2023
<b>Closing Date</b>	February 10 <sup>th</sup> 2023

### **BACKGROUND:**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, Environmental Health (EH), child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education, and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

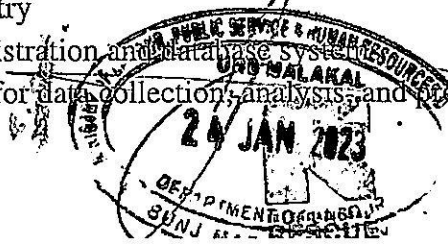
### **JOB OVERVIEW/SUMMARY/ SCOPE:**

The Women's Protection and Empowerment (WPE) MEAL officer is responsible for for overseeing the management of WPE and protection program data, monitoring and Evaluation and keep data entry and records ready when needed.

### **Major Responsibilities:**

The responsibilities of the Women's Protection and Empowerment (WPE) MEAL officer include but are not limited to the following:

- ❖ **Project monitoring, evaluation, Information management and Reporting:**
- ❖ Develop and strengthen monitoring, evaluation, accountability and learning procedures of the different projects in WPE and protection program in Maban
- ❖ Monitor all project activities and progress towards achieving timely and accurate project outputs and outcomes and recommend further improvement on the logical framework and theory of change
- ❖ Work with the project teams in implementing monitoring and evaluation techniques, processes, and tools, ensuring quality and consistency with project standards
- ❖ Lead on all field data collection exercises and data management, involving: - Recruitment and training of data collectors - Carry out and supervise data collection (Focus group discussions, post-distribution monitoring, surveys, observations etc.) and data entry
- ❖ Support in the roll out of improved beneficiary registration and database systems
- ❖ Develop/improve/update methodologies and tools for data collection, analysis, and processing, ensuring these are gender sensitive



- ❖ Lead in design, development, reviews and updates of MEAL tools and plans, working closely with the project teams, WPE and protection manager, Sr WPE manager and the Country Office MEAL Coordinator
- ❖ Perform analysis of quantitative and qualitative data, draft reports presenting the results of the analysis, and share the findings in an appropriate format
- ❖ Investigate and conduct analysis of various secondary data sources
- ❖ Report/alert to the project team on regular basis on any anticipated project issues, risks and any emerging opportunities and threats to the project implementation, related to this role.
- ❖ In coordination with program managers, He/She assist in project review meeting, midterm, and end line evaluation
- ❖ Explore avenues in remote M&E methodologies for example digital cash distribution, digital community feedback mechanisms for social messaging and data collection

#### **Accountability:**

- ❖ Contribute to further development and continuous updating of the project accountability strategy in line with IRC standards
- ❖ Manage and improve the complaint and feedback mechanisms activities including tracking of follow-up, ensuring adherence to agreed standards
- ❖ Share accountability findings with the programme teams in an appropriate format
- ❖ Establish beneficiary accountability mechanism at all levels in the program

#### **Learning and capacity building:**

- ❖ In collaboration with manager, identify key project lesson, challenges, and opportunities
- ❖ Design and adopt tools, guidelines for learning and capacity building of WHH for project staff
- ❖ Train and provide technical assistance for capacity building for project team to implement MEAL and reporting standards
- ❖ Train beneficiary groups in self-assessment, self-monitoring, and evaluation skills

#### **Coordination and Networking:**

- ❖ Where relevant, participate in and contribute to relevant inter-agency efforts to agree and develop coordinated / joint M&E and accountability frameworks and mechanisms
- ❖ Attend relevant sectoral coordination meetings to identify opportunities for integration of data collection activities, harmonization, secondary information sources etc.
- ❖ Participate in multi-agency assessment as assigned by Sr. WPE manager and project coordinator
- ❖ Delivering any other responsibility related to MEAL as assigned by the project coordinator

#### **General:**

- ❖ Positive and professional attitude
- ❖ Able to organize
- ❖ Meet deadlines
- ❖ Maintain composure
- ❖ Prioritize work while under pressure
- ❖ Coordinate multiple tasks, maintain attention to details and remains calm
- ❖ Other responsibilities as needed



### **Position Reports to:**

- ❖ Snr. WPE Manager with close collaboration with the managers.

### **Position directly supervises:**

- ❖ None

### **OTHER INTERNAL AND/OR EXTERNAL CONTACTS:**

#### **Internal:**

- ❖ Regular relationships with IRC WPE and protection Program department's team.

#### **External:**

- ❖ Collaboration with IRC partners and donors including other non-governmental organizations, inter-agency group.

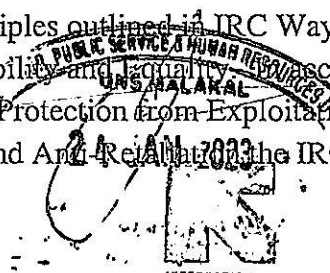
### **QUALIFICATION/ SKILLS AND EXPERIENCE:**

- ❖ Bachelor's degree in Statistics, economics or any other relevant field of studies.
- ❖ At least 1-year practical experience in GBV programming and working closely with the community will be an added advantage.
- ❖ Excellent project planning, organizational, interpersonal and communication skills; with experience as a trainer, coach is essential
- ❖ Strong knowledge of M&E methodology, data analysis and synthesis, performance evaluation and correction, and report writing.
- ❖ Knowledge of statistical software. An advanced skill with MS Office.
- ❖ Clear understanding of gender inequality and issues surrounding violence against women and girls.
- ❖ Thorough familiarity with principles and current approaches to MEAL using both quantitative and qualitative methods.
- ❖ Positive and professional attitude, able to organize and be able to coordinate multiple tasks and maintain.
- ❖ Ability to maintain confidentiality and respect for all times is essential. attention to issues in detail.
- ❖ Ability to work as a member of a team is essential.
- ❖ Working experience in training, coaching and mentoring teams in monitoring-related techniques and methods is desirable.
- ❖ Fluency in speaking, reading, and writing in English and local language in used in Maban.
- ❖ Works systematically and with limited supervision in a rapidly changing context.
- ❖ Good written and spoken English is essential

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### **STANDARDS OF PROFESSIONAL CONDUCT:**

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation. The IRC operates and enforces



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### **SAFEGUARDING POLICY:**

The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

### **NARROWING THE GENDER GAP:**

The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

### **EQUAL OPPORTUNITY EMPLOYER:**

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws

**‘WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

### **HOW TO APPLY:**

Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, to **IRC Office Juba/ Maban field office** or, by email to **SS-HR@rescue.org** **Not later than 5:00 PM of ~~Wednesday~~ Friday February 10<sup>th</sup> 2023.**

**NOTE:** Only short-listed candidates will be contacted and attach photocopies of your academic documents only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

**PLEASE, LABEL YOUR APPLICATION CLEARLY: MEAL OFFICER- MABAN COUNTY**

