

## **VACANCY ANNOUNCEMENT- MEAL OFFICER-JUBA/ROVING**

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Cambodia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the position of **MEAL Officer-Juba/Roving** -01 position

Position open date: **September 14, 2022**

Closing date: **September 28, 2022**

Expected Start date: **October 2022**

Contract Duration: **12 Months**

Location: **Juba/Roving**

### **PURPOSE AND SUMMARY OF THE POSITION**

The MEAL Officer is responsible for the development and roll out of Emergency programs monitoring and evaluation plan. The incumbent shall be in charge of coordination and the leading of data collection and analysis following baseline and endline survey, Post Distribution Monitoring (PDM) and Post Response Monitoring (PRM) assessments. The holder of the position, while supported by the MEAL Manager and Head of the Emergency Department, he/she shall assess and guide on the best data collection and management activities for Emergency responses, in addition to sharing of the learning experiences, both internally and with the external partners and stakeholders. He/she shall actively participate in regular progress report writing as he/she documents and follows up on complaints from the partners and the beneficiaries we work with. In the execution of his/her role, the position holder shall do so in strict adherence to logistic, human resource, administration and security procedures, as per Action Against Hunger's policies.

The MEAL officer is developing and launch the MEAL plan for Emergency Program. He/She shall be responsible for coordinating and leading in the Post Distribution Monitoring (PDM) and Post Response Monitoring (PRM) assessments, in addition to other programmatic data collection exercises. He/She shall maintain the quality of data collected by putting in place routine data quality assurance measures; training and supervising data collectors; while providing proper data cleaning and management.

### **TASK & RESPONSIBILITIES**

#### **Objective 1: Monitoring system development and implementation**

- Develop and roll out a monitoring plan for the MET/SET Programme, including indicators, data collection tools, and work plan in consultation with the MEAL Manager and the programme team in compliance with Action Against Hunger's Monitoring & Evaluation guidelines.
- In coordination with M&E Manager and EMG Co. create and standardize quantitative and qualitative monitoring tools to monitor key processes, outputs, and outcome indicators relate to each sector of intervention.

- Coordinate and lead the data collection and analysis for baseline, end line, and routine/post-distribution monitoring activities using mobile data collection. Conduct focus group discussions and stakeholder interviews.
- Update the Emergency Program database (APR) on a monthly basis post submission of the monthly quantitative reports/data.
- Engage with partners in areas where MET pulled out to collect and manage essential data on intervention sustainability and local partner capacity.
- Maintain the quality of data collected by putting in place routine data quality assurance measures; training and supervising data collectors; while providing proper data cleaning and management.
- Liaise with MET PMs/DPMs and MEAL Manager on the priorities of the monitoring plan per areas of intervention.

**Objective 2: Accountability and feedback systems**

- Assess appropriate means/methodology for collection of feedback in MET intervention areas, with special consideration for vulnerable group members, women, and children.
- Document and follow up on feedback and complaints in close collaboration with the EMG Co.
- Provide feedback to partners and programme teams on projects performance based on monitoring data findings.
- Ensure that children, women and other vulnerable community members are actively participating in all project-monitoring activities.

**Objective 3: Reporting and Communication.**

- Share learning from monitoring process with the wider team.
- Support MET team in improving learning and sharing mechanisms in their projects.
- Organize and facilitate quarterly panel monitoring, progress review, learning events and recommend for further improvement according to data analyses.
- Lead the development, and oversee the implementation of a plan to deliver on its minimum accountability standards in emergencies.
- In close collaboration with the Communication team; collect and document success stories, case studies, and lessons learned, and best practice in the project.
- Create and submit support cost Procurement Lines (PLs) in LINK for MEAL activities

**Objective 4: Represent ACF at a field level:**

- Liaise with other implementing partners, with whom Emergency have partnered with, to coordinate the planning for PRMs and PDMs at the various locations where MET had a response. While at it, appropriately represent ACF at the local meetings as the position holder coordinates strategic partnership with our partners.

- ❖ Program Director: functional relationship – technical supervision and support – exchange of information
- ❖ MEAL Manager/MEAL Coordinator: hierarchical relationship, reporting lines, support.
- ❖ Others Programme staff: exchange of information and coordination with other programs to maximize the impact of activities.

Local Authorities and Partners: exchange of information, coordination, training.

**GENDER EQUALITY COMMITMENTS**

- ❖ Lead in collaboration with program managers programs/ projects implementation in the project base and sites maintain Gender Minimum Standards (GMS) as stipulated by AAH Network Foster an environment that supports values of women and men, and equal access to information.
- ❖ Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- ❖ Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status
- ❖ Value and respect all cultures.
- ❖ Promote and uphold the PSEA policy and procedures.

## REPORTING RESPONSIBILITIES

- ❖ Ensure timely preparation of weekly, monthly, quarterly and annual reports (both quantitative and narrative; internal and external/donor) on programs activities
- ❖ Support Program data Officer at base level in review, compilation and analysis of programs reports
- ❖ Preparation of other reports as needed

## POSITION REQUIREMENTS

### QUALIFICATIONS

- ❖ Bachelor's degree or Diploma in Social Sciences, Information Management, Statistics or any other relevant field.
- ❖ Practical experience in designing of data collection tools, data collection and analysis, including production of quality reports.
- ❖ At least three years of experience in a similar role with an experience with NGOs/INGOs and UN agencies and preferably, previous experience with donor proposal M&E requirement especially USAID – BHA.
- ❖ Proficiency in Excel, SPSS and any other data analysis software is highly preferred.

### SKILLS & EXPERIENCE

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| <b>ESSENTIAL</b> | <ul style="list-style-type: none"><li>❖ Good Communication and interpersonal skill</li><li>❖ Good analytical skills and organizational capacity</li><li>❖ Knowledge of a variety of ICT systems including excel, words and ODK</li><li>❖ Ability to work under tight deadlines and share relevant information</li><li>❖ Willing to travel in remote areas with basic living conditions.</li><li>❖ Strong communications and capacity building skills, with excellent verbal and written English</li><li>❖ Good working knowledge of Computer, particularly Word and Excel Computer skills.</li><li>❖ Additional working knowledge and experience with SPSS and other applications is preferred.</li></ul> |
| <b>REFERRED</b>  | <ul style="list-style-type: none"><li>❖ Relational qualities, Flexibility, Dynamism, Creativity,</li><li>❖ Ability to analyse data and produce quality graphs and reports.</li><li>❖ Additional working knowledge and experience with SPSS and other applications is preferred.</li></ul>   |

To apply, please! Send your cover letter and CV with three professional References, and copies of your Academic Credential to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specify **Monitoring, Evaluation, Accountability and Learning Officer**: in the Subject Line of your email, you can also drop the Hard Copy of your Application Document to our Warrap State Field Office Located in Alek or Our Maluakon Field Office Based in Aweil East.

The deadline for applications is **Wednesday September 28, 2022 at 4: 30 pm CAT** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

***"Any Application sent After the Mentioned Deadline will not be considered"***

***"This Position is Open to South Sudanese Nationals Only and Residents of the Duty Station will be given Priorities"***

***"Application sent without the required Attachments will not be considered"***

***"Qualified Female Candidates are encouraged to apply"***

