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| **Title: JOB TITLE:** Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator | |
| **DIVISION / DEPARTMENT / LOCATION:** Juba, South Sudan | **JOB FAMILY**: Programme |
| **SALARY**: As per Oxfam scale | **LEVEL**: C2 (National) |
| OXFAM PURPOSE: To work with Oxfam and Partners’ to overcome poverty and suffering.  **TEAM PURPOSE:** The Programme Quality team in South Sudan ensures that Oxfam and partner teams receive timely, state of the art technical support; improving accountability and ensuring that Oxfam’s delivers cutting edge programmes in South Sudan that contribute to global best practice. The team ensures programme learning and development, continual improvement and that evidence from programmes feedback into project design.  **JOB PURPOSE:** The MEAL Coordinator will lead in providing technical support / expertise and tools to the country programme, ensuring strong, effective, coordinated Monitoring Evaluation Accountability & Learning (MEAL) systems to drive for quality programme designing, effective programme implementation and achievement of programme results. The MEAL Coordinator will lead the development and implementation of a systematic approach to MEAL, ensuring that Oxfam and partner teams are able to effectively track periodic progress on the programme outputs and outcomes monitoring and manage data effectively for reporting and enhanced learning purposes. In addition, the MEAL Coordinator will build the capacity of Oxfam and partners teams, providing specialist advice. | |
| **REPORTING LINES:**  Post holder reports to: The Program Quality Coordinator. The post holder will have close working relationship with Programme/Project Managers, Technical Coordinators (WASH, Gender, protection and Advocacy) and field program managers. | |
| **Staff reporting to this post:** MEAL Officers in three field bases (matrix management) | |
| **BUDGET RESPONSIBILITY:** N/A | |
| **DIMENSIONS:**   * Requires the ability to define and shape strategic objectives and priorities for project development processes, MEAL strategy and MEAL team, involving collaboration with other programme units (e.g. technical teams, affiliates in-country). * Diverse and complex problem solving, requiring professional knowledge, field experience and an understanding of humanitarian response, resilience building, gender and governance programming. * Builds and reinforces the capacity of the field based MEAL team, other programme staff and partners according to the needs. * Work patterns are not routine and often high pressure. * Requires the ability to analyze and communicate complex information to a wide audience to promote and influence. * Communication is both with internal and external contacts. Represents Oxfam in relevant donor meetings, other coordination meetings and external relationships with partners and other stakeholders. | |
| **KEY RESPONSIBILITIES:**  The post holder will lead the development of high quality, integrated MEAL systems to different projects that is in accordance with different donor requirements and OXFAM standards and implementation of programme wide actions that will ensure programme implemntation is technically sound in its design and lead to quality outcomes, while contributing to the improvement of Oxfam’s global approaches and standards for programme quality and MEAL. Demonstrating leadership and technical excellence the post holder will institutionalize effective planning and MEAL systems within the Programme. In particular, the post holder will build programme and partner’s team capacities in programme design and effective MEAL, ensuring that the programme and partners are able to develop, deliver and continually improve high quality programmes.  **Programme development, design and planning:**   * Lead and guide Oxfam and partner teams in high quality information gathering and analysis processes at community, local and national level to inform programme and project designs and drive continual improvement across the programme. * Provide high quality, cutting edge technical input to inclusive programme and project development processes, particularly on logic of intervention (Theory of Change, logical frameworks and MEAL plans), with an emphasis on ensuring sound understanding of how changes happen and sound programme logic and objective setting that is informed by contextual information. * Design and manage evaluations processes, including: developing TORs, advising management on approval of final report, dissemination of evaluation findings and recommendations.   **Leading Project Monitoring, Evaluation, Accountability and Learning:**   * Lead in the development and implementation of processes, methodologies and tools to ensure high quality project/program reports. * Develop and implement MEAL strategies (framework and tools) for different projects, to ensure quality and consistent information is available on programme performance and impact. * Ensure that the Programme is compliant with internal reporting requirements, including Global Output Report (GOR) and lead on the establishment of an improved beneficiary data management system. * Develop and continuously update accountability strategy and lead on implementation of programme wide feedback and complaint mechanisms in line with Oxfam and Core Humanitarian Standards (CHS). Share information with programme teams and field level MEAL team lead the delivery of Country Programme knowledge sharing events and processes, focusing on learning and continual improvement. * Design and manage evaluations and different assessments in compliance with Oxfam’s evaluation policy, from development of ToR, advising management on approval of final report, dissemination of evaluation/assessment findings and recommendations with intended audiences * Support the project team and partners in extracting lessons learnt and good practices and documenting case studies which demonstrate qualitative and quantitative changes   **Capacity building for partner and Oxfam staff**   * Ensure effective and appropriate capacity building for field based Oxfam staff and partner teams on skills and competencies necessary to deliver high quality MEAL * Establish and maintain MIS for the programme as one of the core functions of Knowledge Management. | |
| **SKILLS AND COMPETENCE:**   * Experience of being accountable to beneficiaries and to donors for quality programming * Experience of resilience and humanitarian work in Oxfam, and an understanding of WASH, EFSL, protection, and gender needs * Extensive proven field experience in diverse contexts * Strong interpersonal skills and ability to communicate in and English clearly both verbally and in writing and with all levels of staff; excellent coordination and influencing skills * Systematic and organised in approach, with ability to work on own initiative * Strong Monitoring, Evaluation, Accountability, and Learning skills and qualifications; specific and proven knowledge and experience in the definition and implementation of MEAL system in emergencies and development * Proven experience in using statistical softwares such as EPI-Info, SPSS and STATA and practical experience in integrating ICT with MEAL are a plus. * Masters level or higher Degree in social sciences is preferable (sociology, development studies) or statistics/ demography * Experience of working in a multicultural team. * Proven knowledge of computerised systems; high degree of computer literacy and word processing and spreadsheet skills; SPSS or other statistical software and LMMS or other digital registration / survey software knowledge preferable * Ability to work under pressure, ability to prioritize and commitment to meet deadlines. * Experience in and the ability to train people. * Potential and flexibility of attitude to learn. * Ability to show perseverance, persistence and patience * Prepared to travel, at times to risky areas and at short notice. * Good understanding of principles of effective planning; Good time management. * Good organisational awareness; motivated to work for justice against poverty and suffering. * Effective member of team and role model; demonstrates creativity in seeking better ways to do things and shares with team, and promotes high standards. * Drive to achieve results; takes responsibility for own work and delegated project/processes (including some leadership). * Strong analytical thinking approach; anticipates problems and regularly provides solutions. * Successfully manages conflicting priorities * High degree of flexibility to carry out other actions if the need arises. * Gender and cultural sensitivity, commitment and an understanding of the values of Oxfam and the principles of equal opportunities. | |
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