

Job Advertisement:

POSITION: MEAL Assistant Project Officer

LOCATION: Twic East –Jonglei State South Sudan

STARTING DATE: ASAP



tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities. Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of MEAL Assistant Project Officer be based in Twic East - Jonglei State South Sudan.

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

The MEAL Assistant Project Officer is responsible for supporting M & E Activities at field level. The role will assist the programme teams to formulate design, monitoring and evaluation plans in line with the project proposal and programming work. He/she is responsible for ensuring that effective monitoring systems are in place to ensure that Tearfund's work is responsive to context and agile to respond to best practice. In addition, s/he will ensure that Tearfund's work is meeting Tearfund's Quality Standards and international standards, working closely with all field staff and the Monitoring and Evaluation, Accountability and Learning Manager based in Juba Country Office. The role will require significant travel to field sites in Twic East County.

2. POSITION IN ORGANISATION

- Grade: B2.
- Reports to MEAL Manager - Juba for day-to-day activities in the operation area.
- Matrix reporting to the Area Coordinator based in Twic East and will Work collaboratively with other projects and support staff in the field.
- Work with Tearfund staff to monitor the quality and status of the implementation of integrated programme wide objectives articulated in the project proposal.

3. ORGANISATIONAL REQUIREMENTS

The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
- To model Godly leadership in all aspects of character and conduct.
- To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
- To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
- To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.



- To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles

The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

4. KEY RESPONSIBILITIES

4.1 Design, Monitoring, and Evaluation

1. Support in Strengthening Monitoring and Evaluation systems at the field level.

- Develop results matrices, targets, indicators and Weekly/ monthly tracking of results for each component of the programme.
- Strengthen Field Level M & E systems through monitoring implementation plans including, M&E plans, Performance Monitoring Plans, Logical Frameworks and tools.
- Support in data collection (Qualitative and Quantitative data) and analysis, reporting that align with the project portfolio.
- To support the programme teams to plan and undertake quality needs assessment, baseline, end line surveys and Evaluations (Internal/External).
- Participate in the Consortium field level Programme review meetings, quarterly, bi-annual and annual programme review and documentation actions points.

2. Capacity Build Tearfund and partner staff

- To identify staff capacity gaps and provide relevant capacity building, advice and support.
- Train the Project staffs in all programme related MEAL identified gaps
- To provide technical support to Tearfund and partner staff on project design.
- To ensure Tearfund Quality Standards and Core Humanitarian Standards are applied where appropriate in programmes and projects.

4. Provide technical support in documentations of learning lessons and reporting to Consortium Field team as well as the Tearfund South Sudan Programme team

- Responsible for documenting and production of best practices, lessons learnt and success stories.
- Support in compilation of Weekly, Monthly, Quarterly, and annual reports of internal (Quarterly and Annual reporting) and external purposes (donors and supporters facing communications materials and reporting).

5. Strengthen Accountability to the Affected Population.

- Enforce and monitor the project's plan for accountability to the affected population
- Document and support Project team to respond to the feedback from the affected population
- Use the feedback from the programme affected peoples to inform programming at field level.

4.2 CORPORATE POLICY AND COMPLIANCE

- Promote and adhere to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Works within Tearfund's requirements and policy.

4.3 EXTERNAL REPRESENTATION

- Attend relevant inter-agency coordination and cluster meetings as required.
- Represent Tearfund in external MEAL related forums where relevant.

PART 2 – PERSON SPECIFICATION

JOB TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant Project Officer.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's Degree /Diploma or equivalent qualification in Economics, Statistics, development studies, Social Work or other relevant course 	Postgraduate Diploma, Certificate in M & E or Project Management



EXPERIENCE	<ul style="list-style-type: none"> • NGO field experience in a similar position: programme support, development, or M&E. • Proven experience in conducting needs assessment, baseline surveys, tabulating them, and data analysis • Experience in Project Cycle Management (Including Theory of Change, logframe development and M&E). • Delivering capacity building, support and advice to others • Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. • 	<ul style="list-style-type: none"> • Proven experience in Monitoring and evaluation in insecure and remote environments. • Project implementation experience. • Working to the Core Humanitarian Standards • Working in insecure environments • Experience using electronic data gathering tools (Poi mapper, Kobo etc.)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Excellent English language, written and verbal communication skills • Excellent organisational and administrative capacity • Qualitative and Quantitative data collection and analysis skills; Data base • Advanced Microsoft Word, Excel, PowerPoint • Problem solving skills • Ability to learn quickly • Strong interpersonal and team skills 	<ul style="list-style-type: none"> • Knowledge of GIS tools and approaches • Knowledge and application of data analysis tools (e.g. "SPSS, Epi Info, Nvivo statistical packages)
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian • Emotionally and spiritually, mature. • Team player • Understanding and sensitivity to cross-cultural issues. • Flexible and adaptable to ever changing environments. Ability to remain calm under pressure. • Diplomatic and respectful • Willingness to travel and live in basic conditions. • An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement. 	

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter & certificates only in English as well as Tearfund application form, which can be collected from the HR Department at Tearfund office in Twic East- detailing your experience for the post and include daytime telephone contact to southsudan-recruitment@tearfund.org OR dropped your hardcopies to Twic East Field Office.

The subject matter of your email should be the title of the job you are applying for. The closing date is 2nd November 2020 at 5:00pm.

Note:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews.
- Applications once received are not returnable

