

24th January 2025



Save the Children

Internal/External_ Job Re-Advertisement

VA No. 8821

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

Save the Children International is seeking to recruit: -

Job Title: MEAL Assistant (01).
Location: Maban, Upper Nile State.
Reports to: MEAL Officer.
Contract Period: 6 Months

CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

JOB PURPOSE:

The main purpose of this role is to assist on enhancing quality, accountability, and learning for achieving breakthrough solutions in bringing immediate and lasting changes in the lives of children. The post holder will work to facilitate the quality implementation of SCI projects according to projects' design using measurable results framework. Conduct initial assessments and regular data collection activities. Assist the MEAL Officer in the day-to-day accountability of activities.

KEY AREAS OF ACCOUNTABILITY:

As a member of the UNICEF team, this position's role is to:

- Collect information on progress of each activity of a project being implemented and enter the information into database platform.
- Provide support in establishing and updating a MEAL tracking database.
- Provide assistance in monitoring, evaluation, accountability and learning data collection, and data delivery to the MEAL Manager/Officer.
- Assist in analyzing and compiling data to measure the progress and impact of projects' activities.
- Participate in and coordinate the timely collection and analysis of all program performance data and success stories.
- Provide day to day verifying data quality and ensure all data is input into database platform and analyzed in an integrity manner.
- Develop and maintain a data management system using Excel, Access, or other data management and analysis software.
- Develop and maintain database backup and filing systems.
- Undertake visits to the field throughout the project, as needed to support data collection or verify data quality.
- Prepare reports of project data, as required for reporting.



BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or its equivalent preferably with science subjects.
- Minimum of 1-2 years' experience in MEAL related work.
- Proficiency in Word and Excel
- Previous experience in planning, collecting, entering, analyzing and managing data
- Highly developed interpersonal and communication skills
- Understanding of Save the Children's vision and mission and a commitment to its objectives and values
- Written and verbal fluency in English
- **Additional job responsibilities**
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Desirable

- South Sudanese with good knowledge of Child led and school-based Disaster Reduction and climate change activities in South Sudan.
- Motorbike driving license is a **Must**
- Representational skills.
- NGO experience relevant to Disaster Risk Reduction and climate change is a must.
- Knowledge of Juba or classic Arabic language spoken is necessary.

Equal Opportunities

- The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

The Organization

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

How to Apply:

FURTHER INFORMATION & HOW TO APPLY:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, Nationality ID and ONLY Copies of Academic documents & relevant certificates. To (SCI Career Site Careers (oraclecloud.com)).

Deadline for Submission of Application is on 12th February 2025 at 5:00 PM

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are strongly encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

In case you face difficulty to access the link, please come to any Save the Children International Office, South Sudan for HR Technical support.

