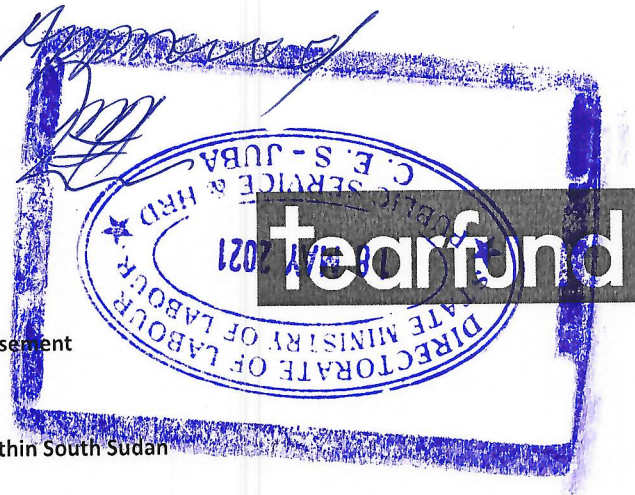


Job Advertisement

POSITION: MEAL Advisor

LOCATION: Juba, with frequent travels to the field sites within South Sudan

STARTING DATE: ASAP



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.

We envision a peaceful and resilient South Sudan society in which every person lives in just and inclusive communities free from poverty and all forms of discrimination 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 Advisor** based in **Juba** with frequent travel to field sites within South Sudan.

Main purpose of the job

The Advisor is responsible for supporting monitoring and evaluation development and implementation across the South Sudan Programme, with a specific focus on implementation of recovery programs. They will lead in the development and implementation of an overall MEAL strategy for the Country Programme, as well as specific project MEAL plans and indicator trackers, working closely with the relevant Area Coordinators or Programme Managers and field project leads. In supporting and leading monitoring and evaluation, the MEAL Advisor will ensure that effective project M&E systems are in place and promote a continuous learning process that ensures the Programme remains responsive and agile. The MEAL Advisor will work collaboratively with the Area Coordinators and Program Director to ensure that Tearfund's work is meeting our Quality Standards, and will support capacity building of staff for quality project delivery.

Position in organisation

- Grade: A5
- Reports to Program Director
- Technical line management of M&E Staff
- Closely coordinates with:
 - Program team and M&E colleagues
 - Sector Advisors and Sector Project Managers
 - Area Coordinators/Programme Managers
 - Media and Communications Manager
- Dotted line responsibility to the Cluster DMEAL Advisor.

Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member, you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally



- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

Key Responsibilities

A) Programme

- To develop project monitoring and evaluation systems and processes (M&E) for the portfolio of emergency/recovery projects.
- To develop and implement M&E systems and tools operations projects and support partners implementing projects to use these tools and systems effectively.
- In coordination with the Program Director and Programme Funding Coordinator, support and advise project staff on new needs assessments, baseline data, project design (in line with Tearfund Global and Country Programme Strategy Objectives), Project monitoring (including Post Distribution Monitoring for Cash responses) and implementation and evaluation.
- Support project staff in developing SMART objectives, and appropriate indicators during the project design stage and ensure that learning from previous and ongoing projects feeds into the planning for new projects.
- Provide technical oversight in the design of, and participate in, project evaluations whenever necessary and support, in analysing and communicating results
- Monitor the implementation of recommendations and actions points arising from evaluations and learning reviews.
- Identify gaps and weaknesses in existing project MEAL systems and processes, especially in the area of accountability, data management, and knowledge management and learning processes and work with partners and country office staff to address these.
- Where needed mentor partner staff implementing projects on monitoring techniques.
- Undertake regular field visits to project sites to monitor and support M&E activities as needed.
- Support the coordination of internal and external progress reports. Ensure that these reports are disseminated to the relevant team members and that they are coherent and in line with expected standards.
- Support staff and partners documentation of case studies and the collection of impact stories for donor reports and external communications.
- To support the project implementation teams, partner staff and country office staff to develop skills in the use of mobile technologies for data collection and analysis.

B) INSTITUTIONAL LEARNING

- To institutionalise and participate in regular programme reviews and planning systems at regional and country level.
- To promote cross learning between country teams and partners implementing projects in the region.
- Communicate widely within Tearfund and externally the learning generated by the MEAL processes used for the appeal projects.

C) CORPORATE POLICIES AND COMPLIANCE PROCEDURES

- Promote and adhere to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Contribute towards the induction of project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies, programme objectives, and their individual responsibilities in upholding these standards and policies.

D) Team management

- Support the Area Coordinator's or Programme Manager's leadership to the sector teams, ensuring clarity over sector plans and priorities within projects, encouraging effective team work and inclusiveness, and building a team spirit through regular meetings and team events.
- Support Tearfund's performance management system by contributing to objective setting, probationary reviews, and performance appraisal feedback for dotted line project staff
- Support the implementation of Tearfund's staff development policy, including personal development planning, across project teams in a way that is consistent and transparent.
- Provide spiritual leadership to the programme team and pastoral support where appropriate.

D) External representation

- Represent Tearfund to other NGOs and UN agencies, ensuring coordination and constructive working relations, and attending relevant national level inter-agency coordination meetings or delegating to staff as appropriate.
- Develop and oversee the implementation of policy influencing (advocacy) activities for the sector at relevant local and regional levels, in consultation with the cluster DMEAL Advisor .



- Facilitate relationship building with Tearfund Partner organisations and collaborative work in accordance with the Programme Framework.
- Participate within professional/academic research and information-sharing networks to keep abreast of sector developments and key initiatives; coordinate with relevant sector specialists at regional level.

Part 2 – Person specification

Job title: MEAL Advisor

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification in M&E, Development Studies, international relations, or other relevant Social Sciences 	
Experience	<ul style="list-style-type: none"> • International NGO field experience in a similar position: programme support, development, fundraising or M&E. • Proven experience in setting up monitoring and evaluation systems, and organisation development in M&E • Demonstrated experience in using qualitative and quantitative approaches for data collection and analysis • Proven experience in Knowledge Management and Institutional Learning initiatives. • Experience in Project Cycle Management (including theory of change and logframe development). • Experience in capacity building/ training of staff and partners in MEAL frameworks. • Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. • Experience gathering visual material for communications • Experience in strategic planning. 	<ul style="list-style-type: none"> • Proven experience in Monitoring and evaluation in insecure and remote environments. • Experience in project implementation. • Working to SPHERE Standards and CHS. • Experience in designing livelihoods, peacebuilding and recovery projects.
Skills/Abilities	<ul style="list-style-type: none"> • Excellent English language, written and verbal communication skills • Excellent organisational and administrative capacity • Intermediate Microsoft Word, Excel, PowerPoint and Outlook skills • Excellent digital data gathering and analysis experience and skill (with a tool such as Kobo, ODK) • Proven ability to be flexible in demanding situations. • Problem solving skills • Ability to learn quickly • Negotiation and representation skills • Strong interpersonal and team skills 	<ul style="list-style-type: none"> • Photography and Videography skills
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian • Emotionally and spiritually mature. • Team player – practical, desire to support the field teams. • Understanding and sensitivity to cross cultural issues. • Flexible and adaptable to ever changing environments. • Ability to remain calm under pressure. • Diplomatic and determined. • Willingness to travel and live in basic conditions. • An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement. 	
OTHER COMMENTS: <ul style="list-style-type: none"> • All roles require a DBS/Police check • Tearfund is a member of the <u>SCHR Misconduct Disclosure Scheme</u> • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		



How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office near Juba Teaching Hospital or on line - detailing your experience for the post and include your daytime telephone contact to southsudan-recruitment@tearfund.org . The subject matter of your email should be the title of the job.

Closing date for receiving applications is **1st June 2021 at 5:00pm**.

NB:

- Female candidates are strongly encouraged to apply
- Applications once received are not returnable
- Applications on soft copies sent to wrong email address or any other email other than the above email address will NOT be considered
- Only Short listed candidates will be contacted for interviews
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, the position may be filled before the deadline for applications.

