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 Approved by Senior Inspector
 MOL
 06/02/2024
 06 FEB 2024
 REPUBLIC OF SOUTH SUDAN

CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	MEAL Officer
Department:	Program
Location:	Based on Torit and support FEED II in EE and Jonglei
Reports to:	Project Manager
Starting date:	March 1st 2024
Advert status:	External

Job Summary

The MEAL officer based at Torit will be responsible for planning, implementation, monitoring, and evaluation of the FEED II activities in Eastern Equatorial and Jonglei States. She/he ensures that the project's regular data collection, analysis, reporting, accountability, surveys, assessments, lesson extraction, and documentation are carried out in coordination with the MEAL team at the County office. She/he also establishes and ensures a better data management system and generation of data for reporting and informed decision-making by the project management team. This position is technical and will also expect to provide capacity building for the field-level program staff.

Program Monitoring and Reporting (40%)

- Support synthesis and dissemination of routine programme data and analysis of trends
- Review monthly, quarterly, midterm and final project reports and ensuring that necessary corrections have been done by the programme staff.
- Work with the program team to compile periodic reports and ensure all reports are timely submitted.
- Analyze plan versus achievements of the project and identify justifications for under achievements or over-achievements.
- Organizing field monitoring and evaluation visit to program sites.
- Compiles regular field monitoring report including lessons and provide feedback for the program and his/her supervisor.
- Support to the creation and maintenance of M&E Frameworks/tools
- Support the roll-out of monthly monitoring tools for new programme activities.
- Build the capacity of partners on MEAL related activities through mentoring the project team and identified partner grassroots women's organizational staff.
- Monitor the process on selection criteria and ensure compliance to selection criteria.



Data and Information Management (25%)

- Ensure all program documents are loaded up to date in the server; follow up with the program team and partners to ensure all reports, program related documents are in the appropriate filing system.
- Ensure project databases are kept up to date including an excel based Grant tracker.
- Ensure the implementation/compliance of monitoring systems to systematically track project activities and their alignment with project outcomes.
- Assists project and other M&E staff in reviewing and revising project M&E plan and indicators as required.
- Ensures effectiveness and adequacy of systems to track flow of information on inputs utilization and project participation, including the process of beneficiary selection and project prioritization;

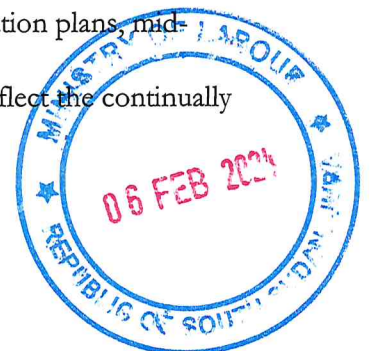
Work with the project officers and program to ensure all reports are timely submitted.

Support the implementation of Accountability, Evaluations, Surveys and Assessment: (15%)

- Support the overall process of Surveys and Assessments of the project including baseline studies, midterm assessments, final evaluations, impact assessments outcome mapping...
- Supports external and internal evaluations and project reviews.
- Conduct a 'lessons learned' assessment and ensure findings are utilised to improve the programme implementation.
- Support in reviewing and validating final evaluation/assessment results conducted by internal/external evaluators.
- Disseminate reports to all relevant partners once verified and approved for distribution.
- Tracking and updating AC/MEAL on progress of surveys recommendations
- Work with the country office Accountability focal person to conduct accountability assessment, Ensure the implementation of Complaints and response mechanism (CRM) in the field, collation of entries data, upload into the CRM database, and reporting to the CRM implementation team.

R3. Learning (15%)

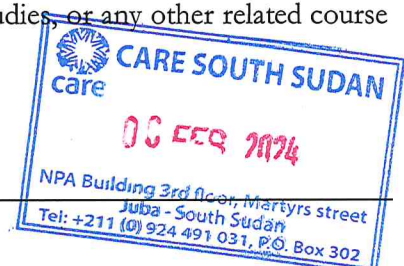
- Produce individual and group case stories in a quarterly bases and significantly contribute for the learning process
 - Work with the project team and partners in the preparation and dissemination of high quality reports and program documentation/learning peer organizations, government agencies, and donors.
 - Share project lesson best practices with project staff and partners.
 - Participate in country program activities, e.g. the preparation of annual implementation plans, mid-term reviews, learning workshops.
 - Support in revising of data collection tools and reporting templates as needed to reflect the continually changing reporting requirements.
 - Networks with others to gain experiences and share with what CARE has.
- Capture and ensure the quality of photos and videos to be shared for donors.



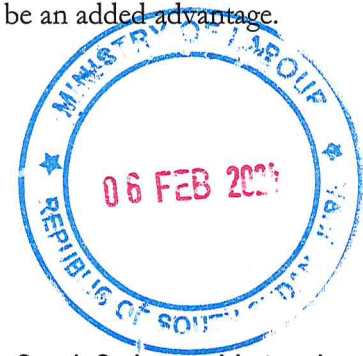
Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Relevant Bachelor's degree in Economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.



- Minimum of 3 years working experience and demonstrated practical skills in MEAL/M&E of humanitarian or development funded project.
- Previous experience with Epi Info, SPSS and Excel preferred; familiarity with basic computer packages essential
- Previous experience supporting Peacebuilding, Gender and Protection related programming is an added advantage
- Strong knowledge of and experience of with a range of MEAL/M&E tools and techniques for data analysis including an ability to develop an effective to measure progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an added advantage.
- Enthusiastic, flexible and with the ability to work long hours.



HOW TO APPLY

The position will be based in **Torit**. This is external position & open to only South Sudanese Nationals. Opening Date **6th Feb 2024** and Closing date of receiving applications will be **23rd Feb 2024**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: **CARE Torit Field Office/CARE Head Office**, NPA Building Opposite UNICEF.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

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Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

