



50-H-3
Approved by
MOI 24/11/2021



JOB ADVERTISEMENT

MEAL COORDINATOR ASSISTANT

Duty station: **JUBA (WITH FREQUENT TRAVEL TO PROJECT FIELD SITES)**

Number of positions: One (1)

Date Issued: 24/11/2021

Closing date: 14/12/2021

Basic Salary: 1332 USD

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For 40 years in actions Solidarites International have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

1. Objectives:

- The MEAL Coordinator Assistant supports the Program Coordinator and program teams in mainstreaming and harmonizing MEAL processes and activities throughout the programs.
- He/she provides a methodological support to all program teams on technical questions linked to MEAL and cross-cutting issues.
- He/she contributes to look over the quality and relevance of internal monitoring and evaluation activities, recommendations and analysis produced by his/her department (studies, maps...)

He/she provides support training of program teams within his/her fields of expertise.

2. Training and technical support :

- Participate in development of program teams' capacities in his/her field of expertise: data collection and analysis (method, format, software etc.), measure of indicators, complaint response mechanism, protection mainstreaming etc.
- Provide program teams with a technical and methodological support for M&E activities, data management (questionnaire design, sampling, data entry, extraction of useful data and interpretation) and integration of cross-cutting issues.
- Support program teams in creating or adapting tools for: indicators monitoring, impact monitoring (M&E plan and survey tools) or risk analysis.
- Participate in the proposal and report writing, particularly to the logical frameworks (indicators propositions) and review the documents, in collaboration with the Program Coordinator





3. Monitoring and Evaluation of SI programs

- ☑ Support the Program coordinator in the elaboration, review and harmonization of M&E tools, data management, especially in M&E Plans.
- Propose adjustments, new activities to improve the quality of the operations or approaches, in consultation with program teams.

4. Accountability :

- Support the roll out of complaint response mechanisms.
- Cross check that all information related to complaints is properly recorded and logging into a formal database ☑
- Harmonize the tools and train the teams of the different bases

5. Institutional Knowledge Building (IKB) :

- Make sure that all IKB tools are disseminated and used on the mission.
- Participate in the building on institutional knowledge on M&E activities and missions' results (lessons learnt and recommendations)
- Support recommendation tracking process (internal and external) and work together with technical coordinators on action plans.
- Participate into centralizing and disseminating procedures, guides and tools with HQ through the Program Coordinator.
- Use SI's IKB tools to document MEAL tools and methodologies/approaches; sharing with the Program coordinator

6. Reporting / communication / representation :

- Check before validation by the Program coordinator and then disseminate final versions of M&E reports, studies and analysis produced by the department.
- Upon request, develop articles, case studies and success stories.
- Share with the appropriate authority any information on the security context and any event which may have consequences on SI activities and team safety

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

7. III. Preferred Skills:

- Diploma or Degree in Monitoring Evaluation Accountability and Learning (MEAL) and/or Programs
- Good knowledge and experience of working with local communities, authorities and partner agencies.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken) mandatory. Local languages are a plus.



- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
- Knowledge and experience of Kobocollect (Mobile data collection) is mandatory.

8. Line manager: **Program Coordinator**

Under the functional authority of : **Program Coordinator**



Contract: fixed-term contract of 6 months, extendable Subject to performance and Fundings.

Working hours: From Monday to Friday 8:00-17:00. As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** in Hai Cinema in Juba, SI Office in Aburoc, & SI office in Raja.

You can as well send your application on the below email address;

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 14/12/2021. Due to the Emergency nature of the position, applications will be checked on a rolling basis. Any application sent after this date will not be considered.

Women with the required qualifications are highly encouraged to Apply. Only qualified applicants will be contacted.

