

Job Advertisement (Pool)

Roving MEAL Officer

Roving Across South Sudan

5014-3



Job Purpose: To improve program quality and effectiveness through the provision of quality and timely Monitoring and Evaluation (M&E) Information.

Key Responsibilities

Monitoring, Evaluation, Accountability, and Learning

- To respond and advise on monitoring, evaluation, and learning issues across respective projects to improve their quality and effectiveness.
- Actively participate in the planning, implementing, and following up of beneficiary accountability across the projects (Implement Accountability to Affected Populations guidelines).
- Ensure that community engagement is implemented as per guidelines

Technical

- Act as a focal point to liaise with local communities, civil/traditional authorities, and counterparts for MEAL-related activities in the field.
- Assist the MEAL Manager and Programme staff in developing MEAL tools and methodologies.
- Provision of MEAL-related training for project staff and others involved in MEAL activities.

Surveys and Assessments

- Actively participate in the planning and implementation of household surveys (baseline, follow-up/mid-term, end of project) and coverage assessments.
- Train project field team members on MEAL and survey methodologies such as LQAS and cluster sampling as part of staff capacity building.
- Train project field team members on how to approach interviewees in a culturally sensitive way and on how to conduct interviews.
- Analyse group dynamics among the enumerators and monitor the team during field work.
- Participate in survey data clearing and making use of the data, e.g., LQAS coverage assessments, confidence interval tables, and tables for comparisons. Participate in other program assessments and reviews as tasked by the MEAL Manager.

Management

- Coordinate the technical aspects of field MEAL operations, such as mapping the survey area and updating population data.
- Actively participate in designing questionnaires and assessments.
- Coordinate the logistics involved in survey-related field work, such as communicating with the project sides on their recruitment progress, booking a training venue, and conducting the pre-test in the field.
- Oversee and monitor the work with the translators in the process of translating the questionnaire. Coordinate the work with the translator to ensure proper training conditions.

Communication

- Develop and maintain a transparent, honest, and supportive communication structure with other team members as well as with other Medair staff to uphold a spirit of unity and mutual respect.
- Develop and maintain transparent and honest communication with stakeholders (beneficiaries, local government officials, UN agencies, and NGOs).
- Provide support to ensure accurate and timely reporting of activities.

Logistics

- Liaise with PMs and the logistics department to ensure necessary supplies are made available promptly for the implementation of MEAL activities.
- Keep accurate records of supplies necessary for field MEAL activities.

Person Specifications

Essential

- University degree in international development, public health, statistics or a related field.
- Experience in monitoring and evaluation of humanitarian programs an advantage
- At least 2 years' field work experience in a relief or development environment
- Fluent in spoken and written English.
- Experience in database management, computer packages in MS Word, Excel, PowerPoint, and Outlook)



Desirable

- Training in project management or community development is an added advantage
- Previous M&E experience in the humanitarian and development sector
- Ability to speak the local language will be an asset
- Proficiency in STATA, SPSS

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Date of Advertisement: 23rd /01/2026 and Closing date: 11th February 2026 at 5:00 PM.

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience, and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Bilpam Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org.

