



<b>Job Title:</b>	<b>MEAL Officer</b>
<b>Job Location:</b>	<b>Juba (50% based in Juba and 50% Roving to Pibor, Kapoeta and Greater Yei)</b>
<b>Reporting to:</b>	<b>Senior MEAL Officer</b>
<b>Starting Date:</b>	<b>25th July 2023</b>
<b>Closing date:</b>	<b>16<sup>th</sup> August 2023</b>

### **INTRODUCTION:**

ACROSS is an interdenominational church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internal displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is looking for competent and qualified South Sudanese national for the position of Monitoring, Evaluation, Accountability and Learning Officer.

The position will take responsibility of working closely with MEAL Senior Officer and Projects Managers to strengthen the capacity of programmes and project staff in all aspects of MEAL, provision of quality MEAL support to programmes and projects staff (Feed The future project, CBM and BMZ Projects, SSJR8, MCC) and other projects implemented by ACROSS.

### **Main Job Purpose:**

The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer will be responsible for implementation of the monitoring and evaluation framework of ACROSS projects. Implement the M&E framework to ensure the qualitative and quantitative evidence are gathered from project activities. Provide technical assistance to the implementing staff and beneficiaries, particularly in relation to monitoring and evaluation reporting issues. Design Monitoring and Evaluation Framework, Accountability and Learning tools. Conduct field MEAL exercise and Data Management and Analysis. Work with program staff in designing the tools for MEAL and in implementing the MEAL plan at the project field locations. Ensure that accountability mechanisms and complaint systems are developed and utilized according to ACROSS principles. Collaborate with the programmes team in the dissemination of a communication strategy for public accountability purposes, to ensure that the

MEAL system will produce the basic information required. Support in Coordination for all MEAL activities for the health and nutrition, Education, Food Security and Livelihood, Peace and protection, Water, Sanitation and Hygiene(WASH) teams at the field level, and finally, Support ACROSS learning events where appropriate; ensure that learning is disseminated to encourage systematic learning across different programmes in the field (gather best practices, advise teams to conduct learning activities).

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**JOB FUNCTIONS:**

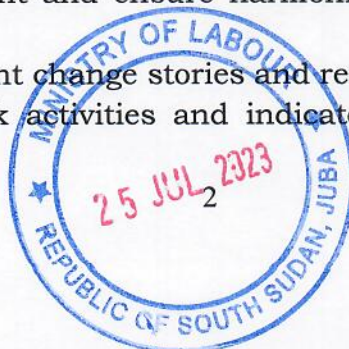
**RESPONSIBLE TO:**

➤ **Design and Implement M&E system and tools;**

- ❖ Actively participate in the development of an M&E systems and tools to enable all the projects to collect aggregate and support analysis of data.
- ❖ Assist MEAL specialist and projects Managers on the choice of indicators and development of monitoring plans.
- ❖ Work with staffs to develop and standardize survey tools and other data collection forms, activity planning and processes with project programmes and stakeholders.
- ❖ Participate in the development of project proposals through the provision of technical expertise using standard formats.
- ❖ Propose implementation targets with monitoring and evaluation indicators.
- ❖ Follow up implementation of the M&E system, M&E tools and project monitoring plans, including training and support in data analysis and usage.
- ❖ Support staffs, partners (OPDS) and beneficiaries and ensure that they received adequate feedback on progress of the project.
- ❖ Document performance of the project against target with special responsibility to qualitative and quantitative indicators and ensure reporting requirements are met.

➤ **Data collection and analysis;**

- ❖ Participate in designing data collection tools, collect and analyses data as and when required.
- ❖ collect, compile and analyses the data, in timely manner, regarding different sub-component/activities against envisage project objectives.
- ❖ Follow-up on the data collection regarding field activities, baseline and impact assessment and ensure harmonization of the data collection methodologies.
- ❖ Capture significant change stories and reflect in progress reports.
- ❖ Design and track activities and indicator performance on Indicator

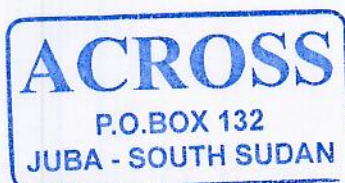


Tracking Tables (ITT): generate performance indicator reference sheets and context indicator reference sheets.

- ❖ Timely execution of assessments: such as needs assessments, baselines, midlines, end lines, KAP surveys, PDMs, etc. using a SMART technique.
  - ❖ Development of M&E forms, assessment frameworks and other data collection tools: formulate and standardize SMART qualitative and quantitative monitoring tools for specified expected sector outputs and outcomes using Excel, ODK, and KOBO Toolbox.
  - ❖ Conduct analysis of data gathered from assessments: analyse data obtained during data collection using statistical packages such as Excel, SPSS, ODK, KOBO, and STATA.
  - ❖ Execution of data quality audits: inspect and scrutinize various data for integrity, completeness, consistency, timeliness, validity, and accuracy.
- **Capacities building of program staffs and partners;**
- ❖ Train staff on M&E tool, data collection, analysis and basic surveying and sampling technique.
  - ❖ Promote the principles and practices of beneficiary accountability to colleagues, providing training and coaching in beneficiary feedback and other good practices as required.
  - ❖ Works closely with MEAL specialist and programs Manager
  - ❖ Design and implement mechanisms for continuous learning, collaboration and adaptation for project staffs, donors, partners, government counter parts and other stakeholders.
- **Proposal Development and Reporting;**
- ❖ Participate in development of project proposals through the provision of technical expertise using standard formats, providing relevance and well analyzed qualitative and quantitative data.
  - ❖ Support in conducting need assessment for new proposal development,
  - ❖ Prepare monitoring and evaluation report for project/programs (PDM report, Endline and Baseline reports, learning review, mid-term and Final evaluation reports) ITT reports, etc).
  - ❖ Prepare and submit the monthly Monitoring and evaluation reports for each project including the mid-term and end of project /project reports, and perform any other duties that may be requested and assigned by the supervisor from time to time.

**MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:**

**a. Education:**



- ❖ Bachelor Degree in Statistics, Economics or related social sciences.
- ❖ Post graduate/Masters in Monitoring and Evaluation, Development Studies, Statistics, Economics and Project Management will be added advantage.

**b. Work Experience**

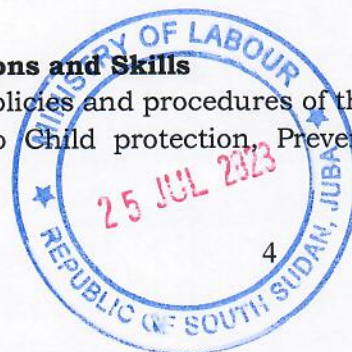
- ❖ Minimum of 4 years of professional experience in MEAL (preferable with BMZ, DFAT, SIDA, UN Agencies).
- ❖ 3 years of Working experience in M&E systems.
- ❖ Understanding of planning, monitoring and evaluation concepts and approaches in implementation of BMZ, SIDA, DFAT, WFP and UNICEF.

**PERSONAL SKILLS/ATTRIBUTES REQUIRED:**

- ❖ Have skills and knowledge in statistics Software's/packages (Atlas, GIS, STATA, DHIS, SPSS and Advance Excel) and mobile data collection (ODK, KoBo Collect).
- ❖ Excellent in depth understanding of local contexts in project regions of Central Equatoria (Juba, Yei River, Lainya, Morobo and Keji-Keji counties, Greater Pibor Administrative Area (Pibor, Pochalla and Boma) Eastern Equatoria (Kapoeta East and South).
- ❖ Excellent communication skills, proven ability to draft and present complexities in easily understandable language.
- ❖ Good understanding of M&E methods, the logical framework approach and other strategic planning strategies.
- ❖ Good understanding of qualitative and quantitative research methods.
- ❖ Familiarity with Faith based organization or NGO's Cultures.
- ❖ Ability to plan and implement M&E systems.
- ❖ To demonstrate leadership skills and ability to work with minimum supervision and in a team.
- ❖ Excellence in Computer skills such as Microsoft word, power point and Excel.
- ❖ Good interspersal skills.
- ❖ A committed Christian of good character and values.
- ❖ Practical understanding of project cycle management.
  - Ability to collaborate/communicate with all relevant stakeholders involved in Returnees, IDPs, refugee and people with disability work.
  - Ability to cope with the pressure of demanding targets and tight deadlines.

**Desirable Qualifications and Skills**

1. Knowledge of policies and procedures of the protection.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.



3. Commitment to help persons of concern and willingness to cooperate with counterparts.

If you believe you meet the above qualifications, kindly send us soft copies of your latest/updated Curriculum Vitae (CV), copies of relevant Academic documents only, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) in one file document with clear subject heading for the job or just deliver a hardcopy to ACROSS Head Office in Buluk, near UNHCR Country Representative Office – Juba.

**Important to Note:** ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.
- This position is open to qualified and experienced South Sudanese nationals only with stellar professional and technical skills in MEAL.
- Only shortlisted applicants will be contacted.
- Applications once received are NOT Returnable.

