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Approved by
MoLRS

21/9/2021



JAM

HELPING AFRICA HELP ITSELF

Joint Aid Management (JAM) is a Humanitarian Relief Organisation, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training centre in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil and Wunrok.

JAM is seeking a qualified South Sudanese national to fill in the following position:

VACANCY RE- Advertishment;

Job Title: MEAL Officer (1 position)

Location : Pibor

PURPOSE OF POSITION: The Field level Food Security and Livelihoods officer is responsible for managing all agriculture, food security and livelihoods (FSL) activities of JAM in the assigned location. He/she will be responsible for coordinating and technical leading the direct implementation of FSL activities including the provision of technical support and training to his/her subordinates, local governments and the targeted community. He/she will work closely with Area manager to ensure that activities are timely implemented, monitored and reported according to agreed project plan, in line with the donor requirements and JAM policies.

KEY RESPONSIBILITIES:

Reporting to the Area Team Leader, with technical reporting to the MEAL Manager, the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer is responsible for the operationalization of the JAM MEAL system at field level. S/he contributes to activities that enhance the measurement and strengthening of JAM projects. The incumbent is responsible for all activities that support routine project monitoring, robust accountability system set up and roll out, periodic assessments, baselines and evaluations and intentional project learning.

Key Performance Indicators

- Participate in project(s) design, revise the project objective hierarchy and logical frame work matrix (activities, processes, inputs, outputs, outcomes and impacts)
- Manage the implementation of MEAL plans throughout the project(s) life cycle, that is, lead on all field data collection and management, including recruitment and training of data collectors, data collection supervision and quality assurance. (Focus group discussions, post-distribution monitoring, surveys, observations etc.)
- Collect, manage and analyse data from routine project monitoring, using approved tools and mobile solutions (KoBo Collect) and share with relevant technical staff and the area manager.
- Produce MEAL reports as per MEAL plan(s) reporting schedule and in accordance with approved projects' reporting formats.
- Disseminate approved¹ information from MEAL to project management, implementing partners and funding agencies at the field level;
- Manage the MEAL activities budget lines (tracking) at field level to ensure planned activities are implemented in accordance with the available budget.



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- Participate and represent JAM in joint MEAL related activities (cluster, consortium, inter agency etc) at field level.
- Attend relevant sectoral coordination meetings to identify opportunities for integration of data collection activities, harmonization, secondary information sources etc.
- Follow up and respond to complainants no matter how they are received (help desk, focal person, hotline etc.) to ensure they are responded to, on time and according to the guidelines.
- Support staff to follow JAM Standard Operating Procedures for Complaints Response Mechanisms. Monitor and ensure confidentiality, timely and appropriate response and correct documentation (complaints database).
- Implement measures that ensure adequate information provision throughout the project life cycle in line with the Core Humanitarian Standard.
- Participate in all accountability assessments and consultations with beneficiaries, non-beneficiaries and stakeholders at registration and distribution points. Develop relationships with community members and key stakeholders.
- Collaborate with implementing partners and primary stakeholders to develop feasible and effective discussion events where MEAL data are analysed and programming action is agreed upon
- Organise and facilitate trainings on MEAL functions for capacity development and awareness among relevant JAM field staff and implementing partners at field level.
- Proactively build relationships with key stakeholders for referrals, sharing data and resources, coordinating activities as appropriate
- Guide (at field level) and liaise with external consultants and individuals sub-contracted to implement special surveys or studies required for evaluating project effects and impact.
- Report/alert the project team on regular basis on any anticipated project issues, risks and any emerging opportunities and threats to the project implementation, related to this role.

Qualifications and Experience:

- A diploma in social sciences, statistics, development studies and other relevant disciplines.
- At least 2 years direct experience in design and implementation of MEAL systems; including qualitative and quantitative approaches to assessment and monitoring
- Experience in participatory assessment, monitoring and evaluation, training and facilitation, data processing or analysis
- Experience in providing MEAL support for UN funded projects/programs preferably in food security and livelihoods, health and nutrition and WASH
- Commitment to understanding international humanitarian standards, especially the Red Cross and Red Crescent Code of Conduct, Sphere, and the Core Humanitarian Standards
- Ability to communicate and work with beneficiary communities and stakeholders with professionalism, compassion and as a representative of the organization
- Working knowledge of computer based statistical packages including SPSS, CsPro, Einfo and Excel; and visualization software
- Good report writing and information dissemination skills
- Good knowledge of and experience with humanitarian guidelines and principles
- Good contextual knowledge of local community and social/cultural constraints, realities and organisational relationships for effective project design and implementation
- Ability to organise and facilitate capacity building/ enhancement for staff.

To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter by email Address: Jamss.recruitment@Jamint.com please clearly mark the position title. **Deadline for submission: 9 October 2021.**

JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color,

NB FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

