

## JOB DESCRIPTION

**Job Title:** Monitoring Evaluation Accountability and Learning (MEAL) Officer  
**Reports To:** Head of Programs  
**Location:** Juba, South Sudan  
**Contract Type:** Full time – Local position  
**Starting Date:** As soon as Possible based on donor commitments.  
**Opening Date:** 8/7/2024  
**Application Deadline:** 26th /7/2024



### ABOUT IsraAID:

IsraAID is an international non-governmental humanitarian aid organization based in Israel. Since we were founded in 2001, our teams have worked in emergency and long-term development settings in more than 60 countries around the world. IsraAID responds to emergencies and helps communities affected by crises rebuild their lives, and their futures, together. From hurricanes to refugee crises to global pandemics, we mobilize quickly and collaborate with communities at the deepest level, accompanying them on the road from response to recovery to long-term resilience.

IsraAID has been operating in South Sudan since 2011 and currently has projects in Juba with an intention to expand to other counties and states. IsraAID is currently implementing programs in Protection, Health and moved to doing WASH in 2024.

### Summary of the position

This position is an exciting opportunity to join a growing organization in developing its global humanitarian practices. The Monitoring Evaluation Accountability and Learning (MEAL) Officer will work within the region to ensure the quality implementation of IsraAID programs.

### Job Purpose

The MEAL officer will ensure the development and adoption of Monitoring, Evaluation, Accountability and Learning (MEAL) processes and tools, ensuring that the implementation of selected projects within the country is enhanced and improved through MEAL activities; ensure that donors' MEAL requirements are met, ensure that MEAL activities are coordinated and are in accordance with IsraAID's global MEAL strategy and standards.

### Duties and Responsibilities.

#### Development of MEAL plans, tools and methodologies

- To assist or take a lead in the elaboration and refinement of Logical Frameworks and theories of change in prioritized projects.
- To take lead in the creation of MEAL plans to measure and evaluate progress and effects of program implementation, detailing indicators and measures, selection of appropriate data collection tools, types of analysis, learning and reporting procedures.
- To monitor and/or measure programs' progress and implementation in accordance with MEAL plans.
- Work closely with the head of programs, country director and country project teams, to design appropriate data collection tools and methodologies including KAP baseline and end line



surveys, interview and focus groups' protocols and others, and assist when necessary in translating these tools.

- Contribute to the advancement of IsraAID's organizational MEAL approach, procedures, methods and templates.

#### **Data collection, analysis and reporting**

- Ensure that all IsraAID projects in South Sudan have a monitoring system which enables the tracking of key monitoring indicators against project objectives and goals.
- Ensure transparent, accurate and timely collection of data by administering surveys, conducting desk reviews, and employing diverse and participatory data collection activities while working with relevant representatives to collect such data.
- Undertake evaluation of programs through field visits, desk studies and other evaluation methodologies.
- Undertake data entering process and its analysis, for both quantitative and qualitative data collected,
- Together with the Head of Programs, Program Manager and Project Managers, ensure that program staffs collect data on the agreed indicators as per project plans, aggregate and synthesize the results, and communicate back to Project Managers and Officers to take corrective action;
- Lead the implementation of Post-Distribution Monitoring surveys, household interviews, Focus Group Discussions and other forms of feedback and data gathering, including the collection of digital data, as well as data aggregation, analysis, and reporting through LogAlto dashboards;
- Produce bi-monthly Program Updates for internal and external stakeholders;
- Contribute to the completion of Project Completion Reports and Interim Reports to donors, as per the guidance and management of the Country Director;
- Prepare weekly/monthly schedules of monitoring and evaluation related activities.
- Train data collectors and Liaison officer(s) on data collection tools and reporting.
- Participate in the evaluation of project's results and achievements.
- Support short term M&E evaluators and experts as required.
- Facilitate learning processes to identify gaps and needs and contribute to ongoing improvement of projects, while working closely with and communicating results to program teams and country management.
- Take a lead and/or support reporting;
- Carry out specific background research, provide comprehensive and useful information for the design of new programs.

#### **Accountability Framework**

- Under the Overall Responsibility of the Country Director, ensure that IsraAID Country office maintains and follows an updated Accountability Framework and Complaints Handling Mechanism, consistent with IsraAID complaints handling policy;
- The MEAL Officer is responsible primarily for receiving and processing complaints referred to IsraAID South Sudan Office, including identifying sensitive complaints and forwarding them to the Country Director, and directing other complaints to the complaints handling committee.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- Bachelor's degree in one of the following fields: social sciences, statistics, demographics, international development or a related field;
- Diploma in Monitoring and Evaluation;
- Minimum of four years of experience working in the field of MEAL (including indicator selection, target setting, data collection and analysis, facilitating learning processes, reporting, database management, and developing M&E and performance monitoring plans);
- Knowledge of the major evaluation types (process, impact etc.), methodologies (qualitative, quantitative, mixed method) and data collection and analysis methods;
- Experience in developing data collection instruments including 'means of verification';





- Planning and managing surveys, developing and refining data collection methods and tools, conducting data quality assessments and oversight - experience and knowledge of participatory MEAL methods.

## 5) SKILLS AND ABILITIES

- Ability to handle multiple tasks simultaneously in a fast-paced environment and meet deadlines;
  - Ability to synthesize complex information and communicate it effectively to diverse backgrounds and scenarios;
  - Computer proficiency in Windows environment (Microsoft Word, Excel, Access, PowerPoint); Strong preference to proficiency in quantitative and/or qualitative data analysis software (e.g. SPSS)
  - Ability to write clear and coherent assessment and M&E reports;
  - Ability to effectively represent the organization when liaising with other stakeholders;
  - Team player, collaborative and with the ability to work with people of diverse academic and cultural backgrounds;
  - High proficiency level in written and spoken English;
  - Commitment to the aims and principles of IsraAID;
  - Ensure effective use of resources under his/her mandate;
  - Skills in supporting staff with a variety of levels of knowledge and capabilities;
  - Ability to work independently to effectively meet deadlines.
  - Skills in advanced skills in data analysis software (e.g. SPSS)- an advantage
  - Understanding of protection related programming- an advantage
- **To apply for this position, please send your CV (Max 2 Pages) to [ssdhr@israaid.org](mailto:ssdhr@israaid.org) or submit your CV and cover letter to IsraAID office in Afex River Camp | Stadium Road Off, Cemetery Road, Juba**
  - **Please note that CVs longer than 2 pages will not be considered.**
  - ***We regret to report that only candidates eligible for an interview will be notified.***
  - ***Women are strongly encouraged.***
  - ***Note: Please note that the application deadline is on the 26<sup>th</sup> of July 2024***
  - **This position is open to ONLY Qualified South Sudanese Nationals. Female applicants are encouraged to apply.**

