



Job Description for MEAL Officer

Job title:	MEAL Officer
Location:	Juba
Reporting to:	Head of Program
Starting Date:	As soon as possible
Period:	1 -year with possibility of extension depending on availability of funds
Application deadline:	4 th August 2023

BACKGROUND

IsraAID is an Israel-based non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 55 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

Today, IsraAID operations span across several sectors of expertise from both the humanitarian aid and international development arenas, including protection, education, WASH, health, and livelihoods, working on sustainable solutions for disaster risk reduction and response. 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 programmes in Protection, Health and WASH.

JOB PURPOSE

The primary function of the MEAL Officer is to contribute to the effectiveness and impact of the Country Program through the development and incorporation of MEAL plans, tools and methodologies. The position entails initiating and carrying out data collection, analysis, learning and reporting activities, ensuring accountability to local communities, and promoting continuous learning and improvement.

The MEAL Officer also plays an active role in planning, designing, implementing, and administrating IsraAID South Sudan's programs and Country strategy, under the leadership of the Head of Program.

Support program design & develop MEAL plans, tools and methodologies

- Carry out specific background research providing useful information for the design of new programs.
- Assist in the elaboration and refinement of Logical Frameworks and theories of change in prioritized projects.
- Facilitate the creation of *MEAL plans* to measure and evaluate progress and effects of programs as well as Country strategy, detailing indicators and measures, selection of appropriate data collection tools, types of analysis, learning and reporting procedures.
- Work closely with the Head of Program and country project teams, to design *appropriate data collection tools and methodologies* including questionnaires, interview and focus groups' protocols and more.
- Contribute to the advancement of IsraAID's global MEAL approach, procedures, methods and templates, engaging in IsraAID's global peer learning, capacity development and information exchange activities.



Data collection, analysis, learning and reporting

- Lead transparent, accurate and timely collection of data by administering surveys, conducting desk reviews, and facilitating diverse and participatory data collection activities. This includes the collection of digital data, as well as data aggregation (and reporting through LogAlto dashboards).
- Facilitate and carry out quantitative and qualitative data analysis, including participatory analysis exercises.
- Train data collectors and Liaison officer on data collection tools and reporting.
- Regularly communicate to programmatic staff intermediate findings, to discuss lessons learned and help adapt programs accordingly.
- Support the development of bi-monthly Program Updates for internal and external stakeholders.
- Contribute to the compilation of Project Completion Reports and Interim Reports to donors, as per the guidance and management of the Head of Program.
- Prepare weekly/monthly schedules of monitoring and evaluation related activities.
- Support commissioning of short-term, contractual M&E evaluators and experts as required.
- Facilitate learning processes to identify gaps and needs and contribute to ongoing improvement of programming, working closely and communicating results to program teams and country management.

Accountability Framework & Communication with Communities

- Under the overall responsibility of the Country Director and Head of Program, ensure that IsraAID Country office maintains and follows an updated Accountability Framework for collecting feedback and inputs from the community. This includes responsibility for a Complaints Handling Mechanism, consistent with IsraAID complaints handling policy.
- Facilitate the incorporation of and further development of platforms and methods that promote 2-way communication with local communities – that is, regularly collecting information from and responding and providing feedback to local communities.

Required experience and competencies

- Bachelor's degree in Social Science, Development Studies, Business Administration or other relevant field **is a MUST**. A Master's degree is an advantage.
- Minimum 3 years' progressive experience in MEAL, program design, monitoring and/or evaluation with an INGO, multi-lateral body and/or another highly relevant NGO **is a MUST**
- Excellent knowledge and skills working with local communities and monitoring local community projects.
- A high level of written and spoken English
- Advanced skills in Microsoft Office (Word, Excel, and PowerPoint)
- Skills in advanced 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
Or hand delivered at the office in River camp at Afex Hotel**

Please note that CVs longer than 2 pages will not be considered

Please use the following title as subject: CV_Name_MEAL Officer

We regret to report that only candidates eligible for an interview will be notified

