16th February, 2021.

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[stamps: MINISTRY OF LABOUR REPUBLIC OF SOUTH SUDAN JUBA — 16 FEB 2021]

Save the Children

External/Internal Job Re-Advertisement
VA – NO: 2021/02/16

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title:	**Zonal MEAL Coordinator.**
Location:	**Zone II (Kapoeta) South Sudan**
Reports to:	**Head of MEAL**
Contract period:	**12 Months – with possibility of extension.**

JOB PURPOSE:

The primary role of the Zonal MEAL Coordinator will be to support the Zonal Office in implementation of MEAL activities and in general responsible for designing routine monitoring forms, providing training on data collection, compiling and aggregating data, maintaining databases, generating descriptive statistics, and providing support to surveys and evaluation as well as learning and accountability system

KEY AREAS OF ACCOUNTABILITY:
A: Set up a strong MEAL system and operationalize MEAL in all field locations

- Ensuring that MEAL planning and discussion are held will all project staff, partners and key stakeholders before and after the project kick off meetings
- Developing the project MEAL pack (Project Log frames, detailed M&E plan, Activity Targets Trackers (ATTs), Quality Benchmarks, IPTs, accountability, Data audit and learning plans) within the 1st three months of the project life in close collaboration with the project team and partners
- Results monitoring and Learning for decision making by tracking and maintaining Project Performance Tracker (IPTT) to flag/address required performance improvements on monthly basis
- Conduct, analyze and disseminate monthly IPTT/outcome monitoring, Evaluations/Evaluations, program studies/researches
- Analyze project data from the project team and produce strategic analysis for the project management team
- Develop and review program data collection tools to ensure that tools provide required information on program indicators
- Implement data quality assurance activities according to the MEAL plan (e.g. data verification and spot checks).
- Control for double counting/create beneficiary unique identifiers.
- Conduct monthly QB monitoring (at least 80% of activities implemented) and ensure that improvement actions are developed & logged into the action tracker for follow up

[stamp: SAVE THE CHILDREN HR DEPARTMENT]

B: Design and operationalize Accountability mechanism
- Support the project team in the development of information sharing materials/briefs, posters and brochures, and dissemination of Programme information materials to relevant stakeholders, partners and beneficiaries.
- Facilitate the project team to set up relevant contextualized feedback and complaints infrastructures, mechanisms, and approaches to receive feedback and complaints from beneficiaries including children
- Collect and manage complaints and feedback in close coordination with Programme team. Track timeliness of response to complaints and maintain an updated Programme complaints tracker
- Adopt Child Safe Guarding and Safe programing into accountability mechanisms for the consortium

C: Integrate ICT in the project MEAL system
- Support implementation of program MIS and integration of Geographical Information System (GIS) in program reporting. Enhance use of digital data management within the program, this includes use of Kobo and ODK among other programs.

D: Build culture of Learning and Knowledge Management
- Participate/coordinate the design of quantitative and qualitative participatory Programme evaluations (baseline, annual and final evaluations), assessments, reviews and other special studies
- Facilitate documentation of the project results, impact, best practices and the most significant changes.
- Document learnings and best practices; disseminate learnings, reports, publications and participate in learning sessions, and ensuring that the lessons learnt are utilized to inform programming and advocacy.
- Support conceptualization and planning of learning events/activities

E: Planning, Budgeting and Reporting:
- Coordinate with Technical and project teams for appropriate allocation of MEAL resources and budget in project reviews and annual plans
- Provide day to day direct support to the project team in preparation and reviewing of annual and quarterly project plans and reports, ensure that project reports meet donor and SCI reporting standards.
- Oversee the MEAL budget utilization, and ensure timely implementation MEAL activities.

F: Communication and Networking
- Create and sustain positive working relationships internally with other technical staff; externally with the district local government and CSO partners, and other stakeholders, and also maintain an up to date understanding of key development trends in the project area.
- Representing the project in various thematic coordination fora, payam as may be requested by the line manager or Field Offices.

SKILLS AND BEHAVIOURS (our Values in Practice)
Accountability:
- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:
- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:
- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:
- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE
Essential
- Minimum of a Bachelor's Degree in Statistics, Public Health, Sociology or Development Studies preferably with Post Graduate training in M&E or Project planning and Management.
- Minimum of three years working experience in monitoring and evaluation working experience (preferably in education/protection/health/nutrition/CRG/FSL related programs with an International NGO).
- Experience collecting data through quantitative and qualitative methodologies
- Experience interviewing community members and leaders and/or facilitating focus group discussions (especially with beneficiaries including children)
- Understanding of the basic standards to ensure data quality
- Knowledge of data analysis principles and software (ideally SPSS, STATA, R, ArcGIS, NVivo, and/or ATLAS)
- Familiarity with mobile data collection platforms (like Kobo Collect, ODK, Survey CTO, etc).
- Experience with monitoring and evaluation techniques to assess the quality and effectiveness of program strategies for program learning

FURTHER INFORMATION & HOW TO APPLY
Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. To Wani.Angelo@savethechildren.org or hand deliver at the HR Office in the Field location mentioned above.

Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **5th March, 2021 by 5:00 PM.**

The position must be clearly indicated in your subject-line or envelop.

Note: SCI will continue to screen application upon receipt due to the urgency of the position.

Please note that:
- This position is open to South Sudanese nationals only. This is a non-relocatable position.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.