

Approved



**Vacancy Announcement**  
**MEAL / NETWORKING COORDINATOR**

Caritas Switzerland, South Sudan

<b>Organisation &amp; programme information</b>	<p>Caritas Switzerland (CaCH) is an International Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, CaCH implements comprehensive recovery projects to provide basic services that aim for increased resilience among the communities by improving food security, promoting sustainable Natural Resource Management and increasing income possibilities for the beneficiaries.</p> <p>CaCH has its Country Office in Torit and since early 2022 a small Liaison Office in Juba, for which Caritas Switzerland is seeking a <b>MEAL &amp; Networking Coordinator</b>. The objectives are to ensure a strong presence in Juba and to support the management and implementation of programs in Central and Eastern Equatoria States through quality monitoring, evaluation and learning systems.</p>
<b>Position</b>	MEAL / Networking Coordinator
<b>Reporting to</b>	Country Director
<b>Workplace</b>	Based in Juba, with regular travels to Torit and Yei and possibly also other areas in South Sudan
<b>Starting date</b>	March 2023
<b>Duration</b>	1 year with a possibility of extension
<b>Key tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Represent Caritas Switzerland in Juba-level meetings</li> <li>• Participation in Juba-level Cluster and other Coordination meetings</li> <li>• Contact with donors and support in fundraising, in coordination with the Country Director</li> <li>• Contact and regular exchange with partner organisations and Caritas network, in coordination with the Country Director</li> <li>• Maintain and regularly update the database of potential national partner organisations</li> <li>• General networking in Juba and scanning of new project and consortium opportunities</li> <li>• Provide substantial input to CaCH and partner organisations for drafting project proposals and development of project designs</li> <li>• Optimise and oversee the MEAL system for CaCH operations in South Sudan in close coordination with the project staff, the Country Director and the representatives of the Head Office</li> <li>• Work with project staff and partners to ensure quality programming and adherence to minimum standards as well as the mainstreaming of cross-cutting themes (Gender, Conflict Sensitivity, Protection and Disability, etc.)</li> <li>• Support project staffs with MEAL activities such as the design of questionnaires, their conversion into digital questionnaires using ODK (e.g. Kobo Toolbox), training of enumerators, data analysis etc.</li> <li>• Ensure effective project monitoring through regular field visits, conducting data verification and quality assessments, providing refresher trainings for project staffs and reporting the findings.</li> <li>• Oversee complaint mechanism and its documentation for CaCH operations in South Sudan</li> <li>• Conduct learning sessions and events with project stakeholders, i.e. beneficiaries, partner organisations etc.</li> </ul>



<p><b>Essential requirements &amp; qualifications</b></p>	<p><b>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</b></p> <p>Education:</p> <ul style="list-style-type: none"> <li>• Diploma or Masters in International Relations / Development Work / Social Sciences or related field</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• At least 5 years of experience with international NGO work, programming, monitoring &amp; evaluation, networking, acquisition</li> <li>• Proven experience in at least one of the following sectors: Migration, Poverty Reduction, Income Generation</li> </ul> <p>Language:</p> <ul style="list-style-type: none"> <li>• Fluency in both spoken and written English</li> </ul> <p><b>QUALIFICATIONS AND COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent verbal communication and professional representation skills;</li> <li>• Computer literacy in word processing, Excel, Power Point, database, spreadsheet;</li> <li>• Knowledge of the donor landscape for South Sudan;</li> <li>• Demonstrated ability in the use of quantitative and qualitative monitoring methods including questionnaire design, survey techniques, participatory approaches and data analysis;</li> <li>• Experience with Kobo toolbox of advantage;</li> <li>• Demonstrated ability in and understanding of Project Cycle Management and its tools (ProDoc, LogFrame, Theory of Change, Mentoring Matrix, etc.);</li> <li>• Demonstrated ability to transfer knowledge through informal and formal training;</li> <li>• Ability to write very good quality reports in English;</li> <li>• Proactive personality</li> <li>• Strong interpersonal skills and the ability to work in a team;</li> <li>• Strong networking skills;</li> <li>• Good organizational and time management skills.</li> </ul>
	<p><b>The position is open only for South Sudanese nationals</b></p> <p>Interested candidates should submit the following documents:</p> <ul style="list-style-type: none"> <li>- Motivation Letter</li> <li>- Curriculum Vitae (CV) with contact details of three referees, preferably former supervisors.</li> <li>- Copy of certificate (s)</li> </ul> <p><b><i>PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS OR ANY OTHER DOCUMENTATION. IF NEEDED, YOU WILL BE PERSONALLY REQUESTED TO DO SO.</i></b></p> <p>Deliver your application either in hard copy to Caritas Switzerland Office in Torit or Juba with the envelope clearly labelled CARITAS SWITZERLAND stating Application: MEAL and <u>Networking Coordinator</u>, <b><i>during working hours and working days latest the 19<sup>th</sup> February, 2023</i></b></p> <p>Applications per Email need to be sent to <a href="mailto:jjekel@caritas.ch">jjekel@caritas.ch</a> and cc; <a href="mailto:jadokorach@caritas.ch">jadokorach@caritas.ch</a></p> <p><b><i>Female candidates are highly encouraged to apply.</i></b></p>
<p><b>Website</b></p>	<p><a href="http://www.caritas.ch">www.caritas.ch</a></p>