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A circular blue official stamp from the Ministry of Labour, Republic of South Sudan, Juba. The stamp contains the text 'MINISTRY OF LABOUR' at the top, 'REPUBLIC OF SOUTH SUDAN, JUBA' at the bottom, and a red date stamp '28 MAR 2023' in the center. There are two stars on either side of the date.

JOB ADVERTISEMENT

MEAL Coordinator Assistant

Duty station: **Juba**

Number of positions: **One (1)**

Date Issued: **28/03/2023**

Date Closure: **18/4/2023**

Category: **C-1-1 1332 USD/Month**

Category: **Local Staff Posting**

Presentation of organisation:

SOLIDARITÉS INTERNATIONAL (SI) has been operating in South Sudan since 2006, conducting activities in emergency and post emergency context, particularly in rural and semi-urban areas, including IDP camp settings. Its expertise in running emergency WaSH intervention is highly acknowledged by all WaSH actors and donors. Furthermore, SI is implementing longer term WASH and FSL activities in multiple locations globally.

Objectives:

The MEAL Coordinator Assistant supports the MEAL Coordinator and program teams in mainstreaming and harmonizing MEAL processes and activities throughout the programs.

He/she provides a methodological support to all program teams on technical questions linked to MEAL and cross-cutting issues.

He/she contributes to look over the quality and relevance of internal monitoring and evaluation activities, recommendations and analysis produced by his/her department (studies, maps...)

He/she provides support training of program teams within his/her fields of expertise.

JOB

Training and technical support

- Participate in development of program teams' capacities in his/her field of expertise: data collection and analysis (method, format, software etc.), measure of indicators, complaint response mechanism etc.
- Provide program teams with a technical and methodological support for M&E activities, data management (questionnaire design, sampling, data entry, extraction of useful data and interpretation) and integration of cross-cutting issues.



- Support program teams in creating or adapting tools for: indicators monitoring, impact monitoring (M&E plan and survey tools) or risk analysis.

Monitoring and Evaluation of SI programs

- Support the MEAL coordinator in the elaboration, review and harmonization of M&E tools, data management, especially in M&E Plans.
- Propose adjustments, new activities to improve the quality of the operations or approaches, in consultation with technical coordinators.
- Contribute to terms of references for external evaluations and studies.



Accountability

- Support the roll out of complaint response mechanisms.
- Cross check that all information related to complaints is properly recorded and logging into a formal database

Institutional Knowledge Building (IKB)

- Make sure that all IKB tools are disseminated and used on the mission.
- Participate in the building on institutional knowledge on M&E activities and missions' results (lessons learnt and recommendations)
- Support recommendation tracking process (internal and external) and work together with technical coordinators on action plans.
- Participate into centralizing and disseminating procedures, guides and tools with HQ.

Use SI's IKB tools to document MEAL tools and methodologies/approaches; sharing with the MEAL coordinator

Reporting / communication / representation

- Check before validation by the MEAL coordinator and then disseminate final versions of M&E reports, studies and analysis produced by the department.
- Upon request, develop articles, case studies and success stories.
- Share with the appropriate authority any information on the security context and any event which may have consequences on SI activities and team safety

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

ORG CHART POSITION (reporting and functional relationships)

Line Manager: Program Coordinator



Preferred Skills:

- Degree in Monitoring Evaluation Accountability and Learning (MEAL) and/or related field (statistic, humanitarian assistance etc.)
- Good knowledge and experience of working with local communities, authorities and partner agencies.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken) mandatory. Local languages are a plus.
- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
- Knowledge and experience of Kobo collect (Mobile data collection) is mandatory.

Contract: Fixed-term contract of 6 months

Working hours: **From Monday to Friday 7:30 AM-4:30 PM.** As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) mentioning the position you are applying to at:

SOLIDARITES INTERNATIONAL OFFICES in Juba Office Hai Cinema (Near Kenyan embassy / Acted Office / Islamic relief Office), Malakal Humanitarian Hub & Kodok Humanitarian Hub.

You can as well send your application on the below emails :

(Subject of the email must mention clearly the position you are applying for)

juba.adm.recruitment@solidarites-southsudan.org

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: **18/4/2023** Any application sent after this date will not be considered. **Women with the required skills are highly encouraged to apply.**

