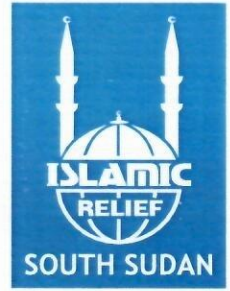


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9th February 2023

RE: JOB ADVERTISEMENT MEAL OFFICER (3) RELOCATABLE

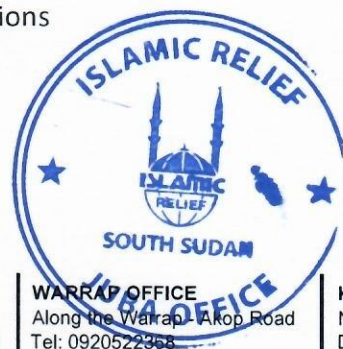
Position: MEAL Officer
Base Location: Juba but can be relocated to Wau/Warrap, Kapoeta or Yei/Kajo-keji
Contract Type: Fixed Term
Closing date: 1 st March, 2023 4:00 PM
Department: Support
Reporting to: MEAL Coordinator
Line Management Responsibilities: NA
JOB PURPOSE: The role holder will support the regular collation, validation and analysis of project data from a variety of sources, including process and outcome monitoring against project targets. The appointee will participate in regular process monitoring visits while implementation of project at the field to verify reports submitted by project staff and provide technical support around programme Quality and, Monitoring and Evaluation in general. The position will involve routine data collection and process documentation capturing feedback of the right holders as well as primary and secondary stakeholders at all cycle of the project management. Thus collection of evidence i.e. conducting Post Distribution Monitoring, process documentation and Beneficiary feedback surveys would be an advantage. Due to the technical nature of this position, the MEAL Officer requires a solid MEAL background and experience of working in the field in South Sudan.

KEY WORKING RELATIONSHIPS

Has regular contact with all staff in the Field Office. Close contact with the Field Coordinators and programme staff in the project locations

SCOPE AND AUTHORITY

Scope of the Role:



MAIN OFFICE
IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan
Tel: 0922680304

WAU OFFICE
Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE
Along the Warrap-Akop Road
Tel: 0920522353

KAPOETA
Narus Compound
Diocese of Torit
Tel:0925609594

Website: www.islamic-relief.org
RRC Reg No.051

- The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of justice, humanity, honesty, respect and fair treatment of his/her colleagues and staff;
- The job holders have to observe compliance of core humanitarian standards and IRW compliance in the whole project management cycle (PCM) and share the monitoring findings with the project management team as well as the IRSS management team proactively;

Responsibility for Resources:

MEAL tasks for enhancing resilience for the field locations crisis affected populations for WASH, Nutrition Protection, Gender Justice and Social Inclusion portfolios.

This includes the following:

Monitoring and Evaluation support

- Support establishing effective Monitoring, Evaluation, Accountability and Learning system in diverse projects to enhance projects performance considering Core humanitarian standard and IRW compliance;
- Support developing and functioning of MEAL plan in compliance with Islamic Relief South Sudan Programme Quality and donor MEAL standards for the projects under project portfolios.
- Prepare MEAL tools (qualitative and quantitative) to execute MEAL proceedings according to MEAL Plan.
- Develop and update a tracking system for monitoring output and outcome Indicators.
- Regularly attend technical meetings, and meetings with project stakeholders as required;
- Perform field monitoring visits in accordance with the monitoring plan, and provide technical support as identified through field monitoring,
- Regular collection and analysis of performance data to measure periodic progress and performance against project milestones.
- Support tracking progress of outputs and outcomes through routine process monitoring, result oriented monitoring and different assessments under project portfolios.
- Assist in improving and monitoring databases and ensuring that assistance to beneficiaries is timely tracked.
- Provide needful technical support for carrying out studies including baseline, periodic monitoring, evaluation, and research.
- Support coordinating data management (database designing, data collection, data quality assurance, data analysis, data storage, data quality assurance and data protection) of different projects of IRSS.
- Establishing and strengthening the accountability and feedback system with the beneficiaries
- Support periodic programme quality review following IRW Programme Quality Standards.



- Orient program staff and partners on the basic principles and practices of beneficiary accountability;
- Support in conducting need assessment and proposal writing through MEAL framework/MEAL Plans for the projects and in particular drafting of the Log frames.
- Oversee knowledge sharing across teams and ensure that monitoring and evaluation results are understood and used to improve Programmes.

Learning and Knowledge Management Support

- Support developing and rolling-out learning and knowledge management framework for evidence-based programming through capturing, refinement and documentation of programme knowledge.
- Provide needful information for info-graphs and graphical representation of project outcomes and other research outputs for communications, business development and reporting.
- Support facilitating programme related research and studies commissioned by IRSS.
- Provide required information for IRW global documentation capturing the lessons learned;
- Support development and overseeing of management information systems including insights from IRW Project Accountability and Learning system.
- Support third party to conduct base line and indline Study
- Provide support to MEAL Coordinator for developing TOR for consultant hiring
- Preparation of Report for IRSS and donors
- Collect data from the field and generate monthly, quarterly and final report for donor using particular template.

Compliance and accountability

- Facilitate quality reporting on time to comply with donor requirements for different projects under IRSS programmes.
- Support rolling out application of accountability approaches as per IRW Accountability Matrix.
- Monitoring IRSS's agreed cross-cutting objectives of Gender Equity, Protection and Core Humanitarian Standards (CHS) in overall programme work.
- Support Complaint Response Mechanism (CRM) of IRSS;
- Willingness to perform any other duties as required

Emergency Response

- Provide support to program team during emergency situation while rapid Emergency Response Team (RERT) will be in place considering CHS.

MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE

Qualifications/skills/experience

QUALIFICATIONS

- Bachelor degree in Statistics, Mathematics, or a related Social Science field.





SKILLS

- At least 1-2 years of working experience on EPI
- Experience of gathering, analyzing and presenting quantitative and qualitative data
- Experience conducting M&E for emergency and development programmes
- Proficiency in English and Arabic; able to contribute to write reports and proposals.
- Proven ability to work both individually and as part of a team
- Good organizational and interpersonal skill
- Knowledge and understanding of Monitoring and Evaluation, particularly in INGOs
- Advanced IT skills, particularly in Excel and statistical software such as SPSS analysis.
- Able to apply research concepts such as designing questionnaires and to conduct structured interviews for data collection purposes

ATTITUDES

- Understanding of country cultural diversity and respect to others.
- Committed to Islamic Relief Worldwide values and code of conduct
- Strong interpersonal skills, a team player coupled with capacity building skills & experience, and experience in managing multicultural teams.
- Proactive and takes initiative.
- Willing and able to travel to field locations for up to 70% of role
- Willing to be relocated to any of the field locations when needed
- Understanding staff care for humanitarian staff, in particular approaches to welfare, stress, R&R and debriefing

DESIRABLE

- Knowledge of global MEAL standards such as the Core Humanitarian Standards (CHS) compliance
- Experience working in an INGO in a similar role
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures.
- Strong sense of initiative.
- Sensitivity to cultural differences
- Able to build the capacity of others
- An ability to work under pressure with limited support
- High level of integrity



How to Apply:

Interested candidates should submit their application letter briefly describing motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to IRSS.Recruitment@islamic-relief.com.ss **OR** drop a hand delivered copy of their application to **Islamic Relief South Sudan-Juba Office** along unity road plot No: 54 .Block

B XVI Hai Cinema (Tel:+211 921660083) not later than the deadline of 28th February 2023 at 4.00 p.m. local time.

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

