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Approved by
MOL 02/11/2021



Date: 22nd.11.2021

JOB ADVERTISEMENT: MEAL MANAGER (SMT position)

BRIEF BACKGROUND OF HUMANITY AND INCLUSION

HI is an international independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster, alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Humanity and Inclusion is therefore seeking to recruit a qualified and dedicated Candidate for the Position detailed below: -

Job Title:	MEAL Manager (SMT position / Head of Department)
Vacancy position	1 Position
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Country Director
Position Opened for:	South Sudanese
Contract Duration:	1 year (with possibility of extension depending on funding)
Desired Start Date:	ASAP
Closing Date:	December 9th 2021

JOB DESCRIPTION

Overall purpose of the role:

The South Sudan MEAL Manager is responsible for the MEAL and information management (IM) teams working in his or her geographical area of responsibility and is the direct line-manager of at least one MEAL Officer, one IM Officer and all the MEAL and IM teams working in his or her geographical area. He or she is in charge of deploying HI's MEAL and IM standards on his or her programme and ensuring their application.

The overall coherency of the projects and their quality control is ensured by the MEAL department and the Technical Unit.

Detailed Responsibilities:

Mission 1: Management

- Manager as a role model: embodies HI's values on a daily basis.
- Manager as coach for meaning: understands the strategy, makes it explicit, translates it into operational objectives for his or her team, leads the necessary changes. Gives meaning to each management action. Encourages inter and intra departmental exchanges of practice. Encourages innovation and risk-taking.
- Operational manager: organizes the operational management of his or her team, structures the work around identified processes, steers performance and facilitates the resolution of problems.
- Manager 1st HR&Coach: contributes to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensures compliance with the code of conduct of institutional policies, the state of mind and the expected individual and collective behavior.

Mission 2: Strategy and steering

- Helps with the development of operational strategy (StratOp) in line with HI strategy, StraTechs and Development plans (notably 3I and Emergency), including the development of the StratOp monitoring tool;
- Defines and oversees the programme's MEAL action plan;
- Drives the performance of his or her service.

Mission 3 : Standards and expertise

- Is responsible for defining systems for monitoring, data collection, information management, evaluation, accountability to populations, learning and knowledge management that are adapted to the context of intervention and ensure compliance with HI standards;
- Ensures that the systems put in place on the various projects are consistent with each other and with HI's frameworks and standards and enable the consolidation of information for use in the programme's global management.

Mission 4 : Operational implementation

Responsibility 1: Contributes towards improving HI's response within his/her geographical scope

- Is responsible for the implementation of tools for measuring outcomes and impact that facilitate decision-making, learning and accountability;
- Is responsible for putting in place a system for ensuring accountability towards populations;
- Contributes towards the articulation and application of HI's institutional policies and crosscutting approaches;

Responsibility 2: Contributes towards defining and improving the quality of projects in line with HI's global frameworks and technical standards

- Provides technical support to the technical specialists in establishing quality indicators, monitoring methods and data collection tools;
- Contributes to the design and drafting of project proposals;
- Is responsible for ensuring that regular project evaluations take place.

Responsibility 3: Contributes towards improving the quality of project management, as defined in HI's Project Planning, Monitoring and Evaluation (PME) policy

- Provides technical support to the project teams for the implementation of monitoring, evaluation and accountability tools and methods;

- Provides technical support to operations managers, country managers and project managers for the application of PME policy and verifies its application.

Responsibility 4: Contributes towards the ownership of learning frameworks and methodologies by the programmes and by HI in general

- Is responsible, for implementing processes and methods for collecting, analyzing, modelling and ownership of the knowledge produced;
- Proposes an analysis of the information collected and the knowledge produced to strengthen collective learning;
- Ensures the continuous improvement of learning frameworks and methodologies;
- Ensures access to relevant internal and external information for all staff.

Responsibility 5: Ensures the external representation and promotion of HI's expertise in his/her field.

- Represents HI's MEAL and IM expertise in all relevant regional networks;
- Contributes towards advocacy on specific subjects (notably through the consolidation of evidence-based factors) in line with the StratOp and federal advocacy priorities;
- Contributes locally to communication messages in line with the StratOp and federal communication priorities.

Mission 5 : Emergency Preparedness and Response Responsibilities

- Leads the emergency preparedness actions in his/her department and, in case of emergency, reorganizes the priorities of his/her team according to the humanitarian imperative, in order to ensure HI's quick and efficient response.

Note: This job description is not exhaustive and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

Working experience:

- 3-5 years' experience in monitoring & evaluation, proven track record of implementing MEAL systems/strategies.
- Solid work experience in monitoring and evaluation systems.
- Experience Software designs, Data Analysis (Advanced Excel, Power BI, Tableau) Design & Use of SurveyCTO, KoBo, ODK & Digital data gathering, Creation and Using Power BI, Tableau and VBA
- Experience Using Multiple Programming language for Customize Application for Data Management.in data management, statistical data analysis, monitoring and evaluation of emergency or resilience programmes in conflict or post conflict setting with NGO or UN Agency.
- Solid understanding of quantitative and qualitative monitoring and evaluation methodologies, including skills in analysis, documentation and presentation of complex data/information.
- Good understanding of both qualitative and quantitative research methods and
- Have sound experience working on research components in development projects
- Experience in designing and implementing technology based MEAL system/processes.
- Experience of conducting and/or commissioning MEAL training.

Skills:

- Sound data management, analytical skills and strong report writing skills.

- Ability to analyse information, evaluate options and to think and plan strategically.
- Ability to present complex information in a succinct and compelling manner, and to use innovative forms of communication.
- Strong research skills for both quantitative as well as qualitative parts
- Fluency in written and spoken English. Politically and culturally sensitive with qualities of patience, tact and diplomacy; capacity and willingness to be flexible and accommodating in difficult working circumstances.
- Good IT skills is beneficial.

<p>Education: (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> • University Degree in Statistics, Anthropology, Computer IT, Social Sciences or related course. Masters preferred. 	<p>HI's Core Values</p> <ul style="list-style-type: none"> • To demonstrate an ethical and professional practice; • Respect beneficiary confidentiality; • Respect and promote HI's Policies on Protection of Beneficiaries from Sexual Exploitation and Abuse and Child Protection and report to your line manager any non-respect of HI's policies amongst the teams or partners; • As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature; • The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> • Proficiency in English and Arabic • Proficiency in any other local languages would be an advantage 	
<p>Key stakeholders: (internal and external)</p> <ul style="list-style-type: none"> • MEAL Officers • Technical Specialist • Project Managers • Operations Manager 	

HOW TO APPLY

Qualified Candidates are to submit their **CVs and Cover Letters** clearly mentioning the Position in the Job title as indicated above to:

- **Human Resources and Administration Department, Humanity and Inclusion, Juba HI** office located at Hai Amarat, Havana Street Juba South Sudan
 - **Or via Email to: recruitment@southsudan.hi.org**
- Closure date of applications: **December 9th, 2021**

NOTE: Due to urgent need for the position, screening and shortlist may be done on daily basis as CVs comes and the position may be filled before the expected start date.

Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.