



## CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	<b>MEAL Officer</b>
Department:	<b>Program</b>
Location:	<b>Juba</b>
Reports to:	<b>MEAL Manager</b>
Advert status:	<b>External Advertisement</b>

### JOB SUMMARY

This position will work closely with the MEAL Manager and support the monitoring, evaluation, accountability and learning activities for CARE South Sudan. The MEAL Officer will conduct routine data collection, analysis & reporting, accountability, periodic evaluations, surveys & assessments in collaboration with the MEAL Manager. They will contribute to strengthening CAREs practice of evidence-based learning and programming and successful delivery of programmed in South Sudan. The role provides support and/or technical guidance to country operations while overseeing field activities.

### Roles & Responsibilities

#### Programmed Monitoring, Reporting & Technical Support

- Ensure the high quality of data by undertaking quality measures at all steps of the data management process.
- Participate in design of data collection tools.
- Support the roll-out of monitoring tools for new programmed activities.
- Work with Project Managers to develop monthly data collection and verification plans, ensuring that activities are monitored, and reports submitted by set deadlines.
- Share relevant indicators with the field team and work with Project Managers to set and measure targets and monitor progress on the targets for each donor and in line with the indicators and target figures.
- Support the MEAL Manager in coordinating MEAL activities CARE staff and partners e.g., organizing MEAL workshops, developing MEAL plans and tools, conducting training for data collection teams etc.



- Regularly undertake field monitoring visits in field offices and to partner organizations and report the findings accordingly.
- Carry out on site data validation, data verification, data entry, data analysis and data interpretation.
- Follow-up on Feedback, Complaints and Response Mechanisms (FCRM) and support field staff on comprehensive reporting of feedback using harmonized tools.
- Report/alert Project Managers on any anticipated programme/project issues, risks, implementation status, and any emerging opportunities and threats to the project implementation
- Review monthly, quarterly, midterm and final MEAL reports from field staff.
- *Report/alert to project manager on regular basis on any anticipated programmed/project issues, risks, implementation status, and any emerging opportunities and threats to the project implementation*
- Support the overall process of surveys and assessment including data collection advising, logistics, participant selection, and training of enumerators.
- Participate in the evaluations (external and internal), mid-term reviews and any other assessments by information sharing, coordinating in the area offices, and organizing training and data collection processes.
- Ensure that clear consent is asked from programmed participants in all MEAL activities and that data protection commitments are observed.
- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.

### Required Qualifications

- Relevant bachelor's degree in economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- Minimum of 3 years of working experience and demonstrated practical skills in M&E of humanitarian or development-funded projects.
- Previous experience with Epi Info, SPSS, and Excel preferred, familiarity with basic computer packages essential.
- Previous experience supporting Peacebuilding, Gender, and Protection related programming is an added advantage.
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective measure of progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis.
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an added advantage.
- Enthusiastic, flexible, and with the ability to work long hours.

### Desirable:

Knowledge and understanding of peacebuilding, gender and gender equality, community-driven leadership, and governance.

- Good coordination, communication, and community facilitation skills
- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Good information management skills
- Good written and verbal communication skills in English,



- Flexible work attitude to manage multiple priorities.
- Respecting and valuing diversity
- Must be comfortable working in the field.



## HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **23<sup>rd</sup> November 2023** and Closing date of receiving applications will be **12<sup>th</sup> December 2023**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

## Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

