

- Support the development of MEAL plans.
- Implement MEAL Plan-compliant MEAL processes for the collection, analysis, and usage of data to measure progress against indicators and promote programmatic learning on sectors assigned.
- Plan according to priorities in consultation with MEAL Senior Officer and

Implementation of the Complaints and Reporting mechanisms (CRM)

JOB FUNCTIONS:

The Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant supports the planning and implementation of all MEAL processes and activities required to improve program quality of Area Office programmatic MEAL activities. S/he works under the direct supervision of the MEAL Officer. The MEAL Assistant will work closely with all program staff within Juba and field offices to implement the MEAL commitments, improve program quality through enhanced data management systems and processes supporting different grants under ACROSS. The Assistant will support the MEAL officer in managing day-to-day MEAL tasks arising in the Juba and field Offices and provide technical support to field teams to ensure effective project implementation. The MEAL assistant shall also perform other duties as assigned to him/her.

Main Job Purpose:

ACROSS is an interdenominational church base organization which strives to provide humanitarian assistance including emergency/relief, rehabilitation and development work) to local communities, internal displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is looking for competent and qualified South Sudanese national for the position of Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant.

INTRODUCTION:

Job Title:	MEAL Assistant
Job Location:	Juba (with frequent travels to project locations)
Reporting to:	MEAL Officer
Starting Date:	27th July 2023
Closing date:	18th August 2023



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- Program staff, including dissemination of work plans and MEAL information products.
- Conduct routine monitoring of all sectoral assigned project activities.
- Ensure follow-up and resolution of feedback and actions agreed upon during debriefing with the program.
- Support the implementation of evaluation and learning activities.

Data collection tools development and use

- Support on the planning and/or conducting of field data collection and field monitoring exercises with support from the MEAL Team Lead and program staff.
- Support in field testing of questionnaires and provide feedback.
- Support the development of relevant and quality data collection tools assigned by MEAL Team Lead
- Track routine and outcome monitoring activities of projects

Data management, analysis

- Assist and collaborate with the MEAL team leader to ensure collect data of MEAL related, storage, cleaning, and analysis if needed.
- Closely coordinate with relevant MEAL activities program staff to ensure project-relevant information is shared and used to properly track the progress of projects with MEAL Team Lead.
- Closely coordinate with relevant program staff, in coordination with MEAL Team Lead and other MEAL staff, to ensure project-relevant information is shared and used to properly track the progress of projects (i.e., PDM reports, Distribution monitoring, ITT)
- Support the presentation of key MEAL findings (internally or and externally)

Reporting

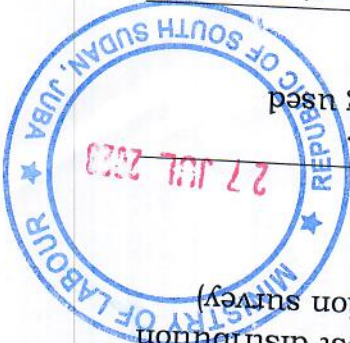
- Writing monitoring reports after field visits and share with MEAL Officer and Team Lead
- Support on Outcome monitoring reports assigned (e.g., post-distribution monitoring report, satisfaction survey, post-implementation survey)
- Support MEAL Officer in writing lessons learned reports.

Coordination with program

- Liaise with program staff on MEAL activities and findings.
- Follow-up trackers tools (i.e. Activity tracker, ITT) is being used

Management and capacity building

- Lead on the field for enumerators' output during data collection
- Support MEAL Officer, in providing training or sessions on the MEAL





- Involved in Returnees, IDPs, refugee and people with disability work.
- Ability to collaborate/communicate with all relevant stakeholders
- ❖ Practical understanding of project cycle management.
- ❖ A committed Christian of good character and values.
- ❖ Good interpersonal skills.
- ❖ Ability to work in a multi-cultural environment.
- ❖ Experience in research methods an asset.
- ❖ analysis.
- ❖ Experience in data entry, spreadsheets, database management and
- ❖ Ability to meet deadlines and cope with pressing timelines;
- ❖ Team player and ability to multi-task;
- ❖ Knowledge of Arabic is an added advantage.
- ❖ prepare reports.
- ❖ Very good written English communications skills including the ability to
- ❖ Competency in Microsoft Excel, Word, PowerPoint;

PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- At least 2 years of working experience in a similar position with local or International NGO.

b. Work Experience

- Diploma in Project Monitoring and Evaluation, Project Management, Statistics, Demographics, or any other relevant Social Sciences.

a. Education:

MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

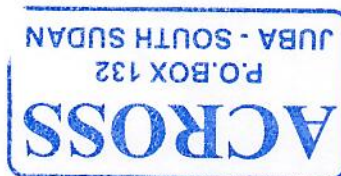
- Assist in other tasks as required by the MEAL Officer or MEAL Team
- Lead, including extensive support to other programs/sectors whenever deemed necessary.
- Any other duties as assigned to him/her

Others

- Awareness session of accountability to the project participants.
- Collect feedback from the Project participants.
- Closely coordinate with the MEAL Officer to ensure relevant program teams properly implement accountability measures as per ACROSS standards and in line with the Core Humanitarian Standards.
- Follow-up complaints or feedback at the field level.

Accountability

process and tools to MEAL and program staff.



End

- Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.
- This position is open to qualified and experienced South Sudanese nationals only with stellar professional and technical skills in MEAL.
- Only shortlisted applicants will be contacted.
- Applications once received are NOT Returnable.

Important to Note: ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

If you believe you meet the above qualifications, kindly send us soft copies of your latest/updated Curriculum Vitae (CV), copies of relevant Academic documents only, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to recruitment@across-ssd.org in one file document with clear subject heading for the job or just deliver a hardcopy to ACROSS Head Office in Buluk, near UNHCR Country Representative Office - Juba.

Desirable Qualifications and Skills

1. Knowledge of policies and procedures of the protection.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.

- Ability to cope with the pressure of demanding targets and tight deadlines.