

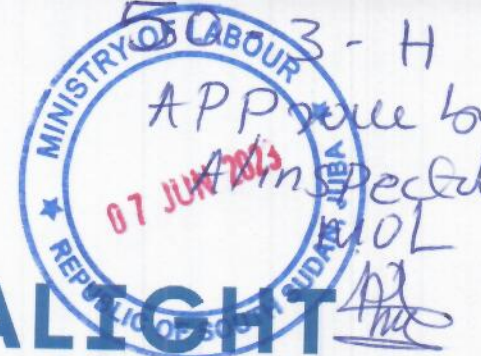


ALIGHT

South Sudan Program

Plot 709 3K-South, Behind Phenicia Supermarket,
Off Ministry Road, Kololo Juba.

Date: June 7, 2023



VACANCY ANNOUNCEMENT

POSITION TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator (1 Position)
DUTY STATION: Juba
REPORTS TO: Country Director
STATUS: Full Time
STATE DATE As soon as Possible

COUNTRY PROGRAM OVERVIEW

The overall objective of the Alight South Sudan Program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, Alight implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response activities. Alight's is expanding its outreach mechanisms and introducing innovative new initiatives. Alight currently has program activities in Aweil West, Aweil Centre, Ulang, Morobo and Kajo-Keji Counties.

The Overall Purpose for the position:

Based in Juba, the MEAL Coordinator will be responsible for designing, coordinating, and managing the MEAL activities across the Alight Program by working closely with the Country Director, GBV/Protection Specialist, Program Manager, the WASH and Housing Coordinator, county coordinators, MEAL county officers, regional officers, and the headquarters. The MEAL coordinator will lead in providing technical support, /expertise and tools to all Alight's programs, ensuring strong, effective, and coordinated Monitoring, Evaluation, Accountability and Learning system to drive the program improvement and quality. The MEAL coordinator will lead the development of systematic approaches to MEAL ensuring that Alight and partner teams are able to track outputs and outcomes and manage data effectively for reporting and learning purposes. In addition, the MEAL coordinator will build the capacity of the Alight teams by providing specialist advice. Furthermore, the scope of the role involves but not limited to carrying out baseline surveys, evaluations, monitoring, reporting, and capacity



building to Alight staff, designing and updating the data collection tools. The MEAL coordinator will ensure that accountability, learnings, and ender mainstreaming is integral part of this role.

MAJOR AREAS OF ACCOUNTIBLITY/PRIMARY DUTIES AND REPSONBILITIES

PROGRAM DEVELOPMENT, DESIGN AND PLANNING

- Lead and guide Alight and partner teams in high-quality information gathering and analysis processes at community, local and national levels to inform program and project designs and drive continual improvement across the program.
- Provide high quality cutting-edge technical inputs to inclusive program and project development process particularly on logic of intervention (Theory of change) /frameworks and MEAL plan) and an emphasis on ensuring sound understanding on how changes happen and sound program logic and objectives setting that is informed by contextual information.
- Define and shape strategic objectives and priorities for the program and the project development processes MEAL strategy and MEAL team involving collaboration with other program units (i.e., technical teams)
- Lead the development of the MEAL plans for Alight program as well as estimating resources for MEAL activities.
- Design and manage then evaluation processes including developing the TOR, advising the management on approval of final reports, dissemination of evaluation findings and recommendation.
- Develop the overall framework for Alight project MEAL systems in collaboration with Alight senior staff including the requirements, reporting, baseline, and evaluation surveys.
- Assist the project teams to select data collection methods for adequate monitoring and evaluation of Alight country programs.
- Coordinate the regular reviews of progress towards achieving the objectives by the senior Management teams through program reviews, portfolio reviews and other processes.
- Provide input into design, implementation and dissemination of evaluations, special studies, and assessments.

LEADING PROJECT MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING

Lead in the development and implementation of processes methodologies and tools to ensure high-quality reports.

- Develop and implement MEAL strategies (frameworks and tools) to ensure quality and consistent information is available on program performance and impact.
- Ensure Alight programs are using state of art monitoring approaches and methods.
- Ensure Alight programs are compliant with internal reporting requirements and lead on

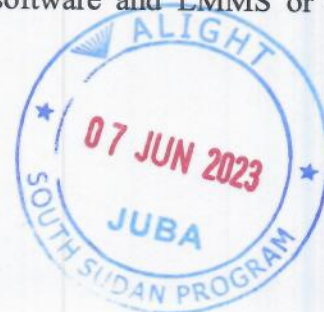


the establishment of an improved database system.

- Develop and continuously update accountability strategy and lead on the implementation of programs wide feedback and response mechanism in line with Alight standards.
- Share information with program teams and lead the delivery of country program knowledge sharing events and processes focusing on learning and continuous improvement.
- Design and manage evaluation in compliance with Alight's evaluation policy from development of TOR, advising the management on the approval of final report, dissemination of findings and recommendations with intended audiences.
- Support the project team and partners in extracting lessons learnt and good practices, documenting case studies which demonstrate qualitative and quantitative changes.
- Promote and support the organization of program reviews and events for BHA, UNICEF, WFP, UNHCR and other partners/donors and amplify change programs!
- Represent Alight both internally and externally at coordination meetings and other related fora.

CAPACITY BUILDING FOR ALIGHT STAFF

- Ensure effective and appropriate capacity building for ALIGHT teams on skills and competencies necessary to deliver high quality MEAL.
- Establish and maintain MIS for the program as one of the core functions of knowledge management feels and reinforce the capacity of a RC ME AFL team, other program staff and partners according to the needs.
- Masters/bachelor's degree in international development, social science, statistic, economics, public health, or related field is required minimum of five years' experience and demonstrated expertise in ME of donor funded humanitarian and development programs with international organizations NGO's work experience in South Sudan is highly preferred.
- Strong knowledge of MNE methodology data analysis and synthesis, performance evaluation and corrections, and report writing.
- Demonstrated mail field experience; skills collecting, manipulating, synthesizing, and analyzing data.
- Experience of being accountable to beneficiaries and to donors for quality programming
- strong interpersonal skills and ability to communicate in English and Arabic clearly both verbally and in writing and with all levels of staff excellence coordination and influencing skills.
- systematic and organized and approach, with the ability to work on own initiative proven knowledge computerized system high degree of Computer literacy and word processing and spreadsheet skills SPSS or other statistical software and LMMS or other digital



registration.

- Survey software knowledge preferable.
- Experience training and building capacity of national Mel staff.
- Strong analytical thinking approach anticipate problems and regularly provide solutions.

KEY BEHAVIORS AND ABILITIES

- Effective member of team and role model demonstrate creativity in seeking better ways to do things and shares with team and promote high standards.
- Drive to achieve results; Text responsibility for own work and delegated project/processes (including some leadership).
- Proven skills and ability to use the data collection tools and analysis including ODK, Power BI, Tableau ONA, Commcare, Survey CTO, Google and STATA, SPSS, Advanced Excel etc. respectively.
- Ability to work under pressure ability to factorize and commitment to meet deadlines.
- ability to show preservers persistence and patience.
- High degree of flexibility to carry out other actions if the need arises.
- Gender and cultural sensitivity, commitment and understanding of the values of alright and the principles of equal opportunities.
- Ability to travel, at times too risky areas and at short notice.

HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight South Sudan office located in **Plot 709 3k-south, Behind Phenicia Supermarket, off Ministry Road, Kololo-Juba, South Sudan.**

Applications can also be submitted to the following email address: recruitmentss@WEAREALIGHT.ORG
Applications can be hand delivered to ALIGHT office in Juba.

Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on a regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview. Female candidates are highly encouraged to apply.

The deadline for receiving applications is June 28th, 2023, at 4:30 pm local time.

"Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity".

