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 Approved by  
 Sp. Insp. Peter A. Inobau  
 24 JUN 2024  
 MINISTRY OF HEALTH  
 REPUBLIC OF SUDAN



# Christian Mission for Development

*Transforming lives, building communities*

## VACCANCY (01)

|   |   |
|---|---|
| Job Title: MEAL Officer   | Expected Start Date: 15 <sup>th</sup> July 2024                                   |
| Reporting to: Project Manager / Lot Manager   |   |
| <b>Basic position description:</b><br>The position holder will closely work with sector manager(s), front line staff, and community/facility workers. S/he also will work closely with the M&E unit on technical matters and reports to the M&E Coordinator and the Health Manager. |   |
| Country: South Sudan  | Juba with regular field travel (60%)  |
| Contract Duration   | Full time & fixed term, renewable based on performance and availability of funds. |

**About CMD:**

Christian Mission for Development (CMD) is a non-profit, non-governmental, multi-sectoral relief and development organization working to provide holistic services to poor and poverty-stricken communities in East Africa. Founded in 2005, CMD has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helps affected communities rebuild their lives. CMD works with partners to reach hard-to-reach areas with very little or no basic services and significantly in regions affected by wars, poverty, extreme hunger, and illiteracy. Our thematic areas are Education, WASH, Health, Nutrition, Food Security and Livelihoods, Shelters, and Protection.

**Vision:**

CMD envisions empowered, holistically transformed and economically self-reliant communities growing in unity and diversity

**Mission:**

CMD exists to inspire, empower, and transform communities through provision of holistic social services while strengthening resilience for self-reliance





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The purpose of the Project M&E Officer position is to coordinate the collection, compilation, consolidation, and analysis of data to track projects activities, monitor progress and support impact measurement. S/he will also conduct development research, engage in reflective practice, and generate lessons from projects and prepare M&E plans for the health department. S/he is responsible for establishing and ensuring better field level data management systems for the core project s/he assigned to and coordinates the proper and timely evaluation of project objectives/impact. S/he will contribute to the existing feedback mechanisms and ensure project staff participation in M&E activities. The position holder will closely work with sector manager(s), front line staff, and community/facility workers. S/he also will work closely with the M&E unit on technical matters and reports to the M&E Coordinator and the Health Manager(s).

## Major Responsibilities:

### A. Project design and learning (20% of time)

- Participate in project design especially in developing Health log frames and also contribute to learning from current and previous projects.
- Responsible for the development and continuous update of Health project M&E, and impact measurement tools and systems on timely fashion.
- Support to develop and make sure all the projects in the health has tested monitoring tools that capture both program activity and indicators progresses.
- Take part in diagnostic studies, evaluations and surveys.
- Responsible for organizing periodical ongoing Health level data review, reflective practice, evaluation and progress monitoring events by involving communities and local partners.
- Responsible for organizing Health panel monitoring and/or similar M&E events to ensure accountability to the target community, with relevant stakeholders including communities and ensure their dissemination to concerned parties.
- With support from the M&E Coordinator, Health manager and coordinator, establish and maintain project level information management system.
- Contribute to designing Health strategy to collect field level information required by CMD, donors and/or stakeholders.
- Responsible for proactively ensuring networking and sharing of lessons from the Health care program with strategic partners and other stakeholder including government.
- Responsible for coordinating synergy and cross-learning among different projects.
- Responsible for cross fertilizing learning among projects by regularly producing (compiling) summary monitoring reports and sharing to Health staff and partners.







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## B. Monitoring and evaluation (50% of time)

- Responsible for tracking Health facility activity progress against monitoring work plans and target indicators.
- Coordinate the Health field level CHD, facility staff and community participatory monitoring and evaluation, reflective practice and impact measurement.
- Responsible for ensuring the on-time execution of Health projects major monitoring and evaluation events including but not limited to weekly update in IDSR/EWARS, monthly report, baseline survey, mid-term evaluation, final evaluation, data quality audit and field supportive supervision.
- Responsible for providing technical support to CHD, and Health Facility staff on information management system (DHIS 2), proper data collection and record keeping of both QSC and QoC.
- Responsible for updating Health M&E plan timely and provide feedback to program staff on status and quality of implementation.
- Responsible for Health monthly and/or quarterly performance indicator tracking, analysis, including generation of reports as well as presentations for staff related to on-going performance.
- Responsible for conducting Health regular data verification exercises to ensure reporting and collection of quality data.
- Responsible for verifying Health facility entered data for timeliness, completeness, correctness, and consistency and follow up on any data quality issues.
- Responsible for documenting findings from Health data quality audits and store in project files to ensure collective and sustainable access.
- Actively participate in and contribute to M&E team activities, system assessments, development and implementation of new systems and/or tools aimed at strengthening overall M&E practices at CMD.
- Responsible for closely working with Health staff to ensure they follow correct procedures and criteria during beneficiary registration from point of entry to discharge.
- Accountable for the recruitment of enumerators and support in other survey including engagement of consultants.
- Contribute to providing M&E inputs for Health report written during project implementation.
- Responsible for periodically conducting Health reflective practice forums at field office/ project level and compile lessons from project implementation processes.

## C. Information management and reporting (10% of time)

- Support in establishing and maintaining Health project information management system.
- Responsible for submitting Health data set to update country office wide program database on monthly basis.





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- Responsible for compiling Health regular project monitoring report, including lessons learned, prepared by different projects and application of evaluation recommendations.
- Support to ensuring all projects have downward/ forward beneficiary responsiveness mechanisms and works with project Health staff to ensure its implementation.
- Responsible for compiling quarterly, biannual and annual tabular, and narrative Health reports (as required by project stakeholders) on projects' accomplishments by cost and alert the management for special deviations from the plan.

## D. Capacity building and supervision (10% of time)

- Responsible for providing assistance to Health local partners in designing monitoring and reporting tools and establishing database management systems.
- Responsible for the orientation of Health front line staff, partners' staff and volunteers on the monitoring tools and train them on how to use data for decision making.
- Accountable for coaching, mentoring, and supervising assistant M&E Officer/s (if applicable).
- Responsible for her/his subordinate/s in completing performance management activities including: performance planning, monitoring, and annual performance appraisals.

## E. Perform other duties assigned by the supervisor (10% of time)

- Perform other task related assignment proposed by his/her supervisor/s

## PERSON SPECIFICATION

### Competencies:

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Promoting innovation and organizational learning
5. Moving forward in a changing environment

### Functional Knowledge and Skills

- Professional experience with demonstrated skills in Developing and implementing M&E systems (including database design).
- Collecting data, Remote monitoring, Data analysis





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- Good skill of MS Excel, Access, EPI Info, GIS, DHIS2
- Good skills on mobile data collection technology and practice
- Good skills on data validation techniques.

## Education Qualifications

### Essential

- First University Degree in Statistics or Public Health or Social Science

### Desirable

- Master's Degree in Statistics or Public Health or Social Science

## Experience

### Essential

- Minimum 2 years of experience in health data management, health program monitoring and evaluation

### Desirable

- Relevant work experience in health data management, health program monitoring and evaluation

## Use of Language Skills

- Expert knowledge of English and Arabic Language

## How to Apply

If you are talented in this field, are reliable and a highly motivated professional looking for a meaningful career, with string commitment to CMD's values and mission, please submit your application and CV to [recruitments@cmd.org](mailto:recruitments@cmd.org) and copy [info@cmd.org](mailto:info@cmd.org) Subject-line must be "CMD - MEAL Officer"

You can also deliver hard copy application and CV to CMD Offices

- CMD Juba office
- CMD Bor Office







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- CMD Uror Field Office
- CMD Nyirol Field Office

Please note that incomplete applications will not be accepted. Only shortlisted candidates will be contacted.

Applicants are asked to avoid double posting and instead send a complete folder (preferably compressed to below 10-mbs). The positions are open to South Sudanese only and locals and female applicants are highly encouraged to apply

The deadline for applications is 10<sup>th</sup> July 2024 - at 5:00 PM CAT.

