



REDUCING DEATHS AND SUFFERING
FROM TROPICAL DISEASES

Call for Applications

Monitoring, Evaluation & Reporting Officer

Location: Longochuk County, Upper Nile State

Organization: The MENTOR Initiative (TMI)

Contract Duration: 6 Months (March-August 2026)

Reporting To: Field Coordinator / Technical Supervisor

Application Deadline: 18th March 2026

This application is subject to funding

Organizational Background

The MENTOR Initiative (TMI) is an international humanitarian organization specializing in disease control and improving access to essential health services in emergency and fragile settings across Africa, the Middle East, and South America. Recognized globally for its leadership in the prevention and control of vector-borne diseases, MENTOR operates in complex, conflict-affected, and hard-to-reach environments.

MENTOR has been operational in South Sudan since 2012, delivering emergency health services, community engagement, and resilience-oriented programming in highly insecure and flood-prone contexts.

MENTOR will implement a World Food Programme (WFP)-funded lean-season response in Longochuk County, Upper Nile State, providing General Food Distribution (GFD), Blanket Supplementary Feeding Programme (BSFP), and integrated nutrition-sensitive Early Recovery Assistance (ERA).

Overall Job Purpose

The MEAL Officer leads the implementation of monitoring, evaluation, accountability, and learning systems for the WFP-funded programme. The role ensures accurate data collection, high-quality reporting, accountability to affected populations, and evidence-based decision making.

The MENTOR Initiative is registered in England and Wales. Company Registration Number: 5126149
Registered Office: Delta House, 16 Bridge Road, Haywards Heath, RH16 1UA, United Kingdom
Email: info@mentor-initiative.org



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Key Responsibilities

Monitoring & Data Management

- Develop monitoring plans aligned with WFP and MENTOR standards
- Conduct process monitoring and field verification visits
- Implement PDM, BCM, and ERA follow-up activities
- Maintain accurate beneficiary data systems
- Ensure data disaggregation by sex, age, and disability

Data Quality & Analysis

- Establish data quality control systems
- Conduct Data Quality Assessments
- Analyse programme data to identify trends and risks
- Produce dashboards and performance summaries

Reporting

- Prepare weekly, monthly, and donor reports
- Consolidate data across programme components
- Ensure timely submission to supervisors and donors

Accountability to Affected Populations

- Manage complaints and feedback mechanisms
- Track resolution of issues
- Support community awareness on entitlements

Learning & Adaptation

- Facilitate learning reviews and programme improvements
- Support evidence-based decision making

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Qualifications & Experience

Education

- Bachelor's degree in Statistics, Public Health, Social Sciences, or related field

Experience

- 3–5 years of MEAL experience in humanitarian programmes
 - Experience with WFP programmes preferred
 - Strong skills in Kobo, ODK, Excel, or similar tools
 - Experience in complex field environments
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Technical Competencies

- Monitoring frameworks and indicator tracking
 - Data analysis and reporting
 - Accountability systems
 - Strong data management skills
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Safeguarding and Ethical Standards

The MENTOR Initiative has a zero-tolerance policy toward sexual exploitation, abuse, harassment, fraud, and other unethical behaviour. All applicants will be subject to reference checks, including verification of compliance with international safeguarding standards.

Languages

- Fluency in English is required.
- Knowledge of local languages is an asset.

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Working Conditions

- Based in Longochuk County, Upper Nile State.
 - Regular travel to remote locations require.
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How to Apply

Interested candidates should submit: - CV (maximum 3 pages) - Letter of motivation - Details of three referees (including most recent employer)

Applications must be sent by email to:
recruitment.southsudan@mentor-initiative.net and at **Mentor Office in Hamza Inn Hotel, Juba town**

Please use the subject line:

Monitoring, Evaluation & Reporting officer – Longochuk County, Upper Nile State

Only shortlisted candidates will be contacted. The position may be filled before the deadline.

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Female candidates are strongly encouraged to apply.



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