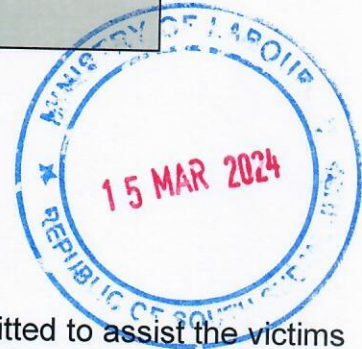


Vacancy Announcement

Position: MEAL Officer
Report to: Head Of Mission
Location: Juba
Expected start month: April 2024



About INTERSOS

INTER SOS is an independent non-profit humanitarian organisation committed to assist the victims of natural disasters and armed conflicts. Its activities based on the principles of solidarity, justice, human dignity, equality of rights and opportunities and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

Main Purpose

Under the supervision of the Head of Mission and according to the organizational standards, **develop MEAL Framework for each project, guarantee proper data collection and conduct qualitative and quantitative data analysis and reporting**, ensuring accountability and efficiency of the established data collection system and of the related findings and results.

Reporting to:

(Hierarchical): Head of Mission

(Technical): Programme Coordinator

Tasks

- Contribute to the development and update of MEAL Framework for programmes and projects, following INTERSOS guidance and standards, and ensure the roll out at base level.
- Support needs assessments and service mapping in the context of strategic development and project design.
- Provide support to the Information Management Officer in the development of qualitative and quantitative data collection tools, systems and DB for the correct monitoring and evaluation of the projects for internal and external use, in line with donors' requirements and INTERSOS standard approach.
- Update internal and external DB on a weekly and monthly basis.
- Collect regularly and systematize the data maintaining an accurate DB. Process analysis of compiled and aggregated data and produce quantitative and qualitative reports and matrixes as per operational needs. Monitor and review regularly the sources of information
- Process and aggregate internal and external qualitative and quantitative data on weekly, monthly, quarterly and yearly basis (as agreed and necessary) and analyses trend through data, statistics, graphics and tables
- Check data received from the IMO for internal or external sharing. Provide data to staffs to assist in decision-making and advocacy activities
- Prepare consolidated reports of program and project progress of activities against targets including achievements, challenges, recommendations and lessons learned.



- In coordination with the Head of Mission, support the mission's SMT in guaranteeing compliance with the organization's Data Protection SOPs
- Support the Head of Mission in responding to periodic donors and internal requests with the additional information on activity performance and results.
- Conduct training to field staff on reporting and analysis skills and MEAL related topics.
- Is responsible for checking and case auditing documents and forms to collect sensitive data according to data protection SOPs. Support auditing exercises as requested by MEAL Manager
- Support the proper implementation of feedback mechanisms throughout the project's phases
- Contribute to the revision of monitoring and evaluation tools and train program team on design and proper use of it
- Conduct regular technical field visits to projects locations to monitor the implementation of ongoing programmes and present processed data
- Support in evaluation exercises, both internal and external, as requested by the Head of Mission.
- Participate in sectoral meetings and trainings organized internally or externally representing INTERSOS, in coordination with the Head of Mission.
- Perform any other tasks as requested by the direct supervisor

Requirements

- Essential degree in Statistics, Information Management, Social Science, Demography, Social studies or any related field
- Minimum Three years relevant work experience in the humanitarian sector or research sector.
- Experience in design and implementation of M&E systems, methods and approaches, as well as in data and information analysis
- Mission working language essential. Local language highly desirable
- Essential computer literacy
- Communication and reporting skills
- Organizational skills and ability to manage efficiently multiple priorities, deadlines and tasks
- Excellent time management skills and resourcefulness
- Attention to details
- Teamwork and cooperation
- Service orientation
- Confidentiality
- Commitment to INTERSOS principles

Closing date for applications is on **5th /04/2024**.

Qualified candidates are required to submit a cover letter, updated CV and Nationality ID to: recruitment.ross@intersos.org.

Please write "**Application for MEAL OFFICER**" as subject of the email. Remember to include your contact details, especially the mobile phone we can reach you on. Only short-listed candidates will be contacted for an interview and qualified females are encouraged to apply.

NOTE!!! DUE TO URGENCY OF RECURITING THIS POSITION, SELECTIONS WILL START BEFORE THE DEADLINE.

