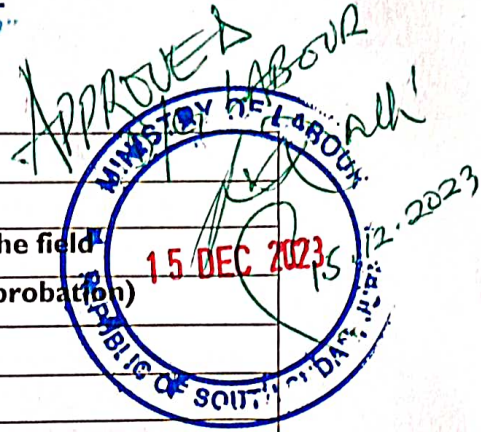




**JOB OPENING**

<b>Job title</b>	<b>Senior MEAL Officer</b>
<b>No. of Positions</b>	<b>One (1)</b>
<b>Location</b>	<b>50 % in Juba and 50% in the field</b>
<b>Tenure of the job</b>	<b>12 Months (3 Months of probation)</b>
<b>Application start Date</b>	<b>15<sup>th</sup> December 2023</b>
<b>Reporting to</b>	<b>Programme Manager</b>
<b>Application deadline</b>	<b>8<sup>th</sup> January 2024</b>



**BACKGROUND**

Community Support Initiative (CSI) is an indigenous South Sudanese humanitarian aid, relief, and development nongovernmental organization working to assist and empower people affected by poverty and disasters to live a life in dignity. It was founded in 2012 as a national Non-Governmental Organization to provide emergency aid and long-term assistance to refugees, Host communities and those displaced by war, persecution, or natural disasters within South Sudan.

CSI is currently working in 6 states within South Sudan where it resettles refugees, Internally Displaced persons (IDP) among the host Communities, and helps them become self-sufficient and resilient through copying mechanism. CSI focuses mainly at community based levels on Education, Food security and livelihoods (FSL), Health, Shelter & NFIs, Human Rights, Access to Justice & rule of law, Women & Youth Empowerment, WASH, Nutrition, GBV, Protection inclusive of (Child Protection, GBV, Mental Health and Psychosocial Support (MHPSS)) and Peace Building.

**SCOPE OF ROLE:**

The main purpose of this role is to lead on ensuring the quality and accountability of our work, bringing immediate and lasting changes in the community. The **Senior MEAL officer** will bring significant experience and fresh ideas to lead on MEAL system implementation, review and evaluations, MEAL budgeting, recruitment, as well as support to proposal writing and log frame development. The post holder will ensure that all CSI projects are supported to ensure quality, effectiveness and appropriateness of their programmes.

It will be important for the post-holder to capture lessons learned and communicate this information in various capacities to improve on-going and future programming. S/he will guide CSI teams to maintain an effective monitoring system across all sectors, including the use of beneficiary feedback data, to assure the quality of interventions. The senior MEAL officer will lead on building capacity of staff and partners on MEAL but particularly on accountability and participation, with a specific focus on the key population.

Ultimately, s/he will ensure that the programme has evidence-based knowledge to inform the direction of the programme from assessment and regular programme monitoring documents. Special attention should be paid to the positive and negative impact that interventions have in communities, marginalized and disabled persons. This analysis will need to be made available to all CSI staff and external stakeholders where appropriate.





## KEY AREAS OF ACCOUNTABILITY:

### System Design and Promoting MEAL

- Lead on the development and oversee the roll-out of an organizational MEAL system (emergency & development), ensuring accountability to donors and beneficiaries
- Promote all aspects of MEAL to support the creation of an organizational culture which prioritizes quality programming
- Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported at all levels
- Work closely with the programme teams to ensure that MEAL becomes an integral element of project implementation leading to enhanced quality, accountability, management and impact.

### Staff Management, Mentorship, and Development

- Head up the MEAL team in the programme, forming a solid team identity within the organization and creating cohesion between team members working in different geographic areas.
- Oversee the recruitment of appropriate MEAL staffing in South Sudan.
- Manage the MEAL team to ensure that the MEAL system operates effectively with the support and resources required and that there are clear links and reporting lines between field and Head office level and between MEAL and other CSI departments.
- Support the MEAL team progress on specific projects, providing management oversight on progress and problem-solving in case of challenges.
- Define expectations, provide leadership and technical support as needed so that MEAL staff are able to perform their roles as required.
- Manage the performance of direct reports in the MEAL unit through performance management, coaching, mentoring, training and development.
- At the organizational level, devise and manage a MEAL training programme with the goal of increasing capacity and awareness of MEAL for all staff. Assess training needs and engage MEAL team staff to roll-out the training programme.

### Internal Reporting

- Responsible to ensure that the organization delivers on all internal M&E requirements in emergency and development programmes in a timely manner and with high quality information, including reporting on CSI Country indicators and quarterly reports, total direct and indirect reach data.
- Identifies and introduces new elements (systems, tools, processes) required under the MEAL system and project manages development by MEAL team members
- Receive regular field monitoring and accountability reports from MEAL officers and circulate to the country office teams, ensuring that action plans are included and followed up and that SMT reviews reports regularly
- Promoting Learning for Strategy Development and Decision Making
- Ensure that data brought together and findings from across thematic and operational locations to form a coherent basis for analysis of impact which promotes learning and strategy development for the whole organization.
- Lead on monitoring and improving the synergy and integration of thematic programmes to enhance delivery of outstanding results for children and their communities.



- Communicate top level learning / analysis reports and monitoring data to ensure that management is able to make informed decisions on a timely basis to scale up and face operational challenges

### External Reporting and Representation

- Ensures external accountability to donors through the implementation of timely and quality MEAL activities leading to timely and accurate reporting.
- Ensure that high quality analysis reports to illustrate CSI impact and assessment findings are produced, including evidence of good practice and replicable programmes, and that they are communicated at appropriate events.
- Ensure that CSI is represented at relevant inter-NGO and government level meetings at the field level (related to MEAL) to enhance inter-agencies best practices sharing and learning

### Programme Design and MEAL Resources

- Ensure that MEAL is an integral part of the programme design stage and features in all proposal development.
- Ensure that MEAL resources are included in proposal development and work creatively to secure funding from diverse sources, to ensure that MEAL is integrated in emergency and development programmes in a sustainable way.
- Responsible for effectively managing the MEAL budget.

### Other

- Other responsibilities & duties as required by line Manager

### SKILLS AND BEHAVIOURS (CSI Values in Practice)

#### Accountability:

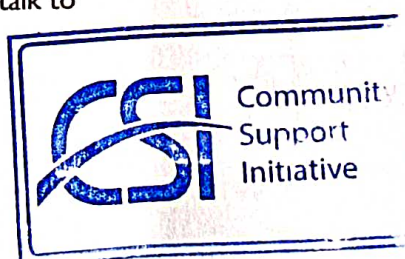
- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling CSI values
- Holds the team accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Community Support Initiative (CSI), engages and motivates others
- Future orientated, thinks strategically

#### Collaboration:

- Builds and maintains effective relationships, with their team/colleague members and partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to



### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency

### **QUALIFICATIONS**

- Master's degree in an area of social development or equivalent.
- Fluency in English, both verbal and written, preferred
- Commitment to CSI values

### **EXPERIENCE AND SKILLS**

#### **Essential**

- Recommended a minimum of 5 years' management and/or MEAL experience in a both emergency and development contexts, preferably with solid experience in more than one of the CSI priority sectors: Education, Protection, Human Rights, WASH, S/NFIs, Governance & Accountability, health and nutrition, and Emergencies
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Highly developed cultural awareness and ability to work well in a remote environment with people from diverse backgrounds and cultures.
- Strong results orientation, with the ability to challenge existing mindsets.
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.
- Ability to present complex information in a succinct and compelling manner
- Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies.

#### **Desirable**

- Previous deployments in complex conflict situations
- Previous experience in working for a National NGO in a related field will be an added advantage.
- Remote management/contingency planning
- classical or juba Arabic language is a plus

#### **How to apply.**

- This position is strictly for South Sudanese nationals and the competent women applicants are encouraged and strongly urged to apply as they compete freely with their counterpart.

#### **Submission**

- Applications shall be addressed to **Human Resource Officer**, Community Support Initiative (CSI).
- Applications can sent via email to [info@csi-ss.org](mailto:info@csi-ss.org) , copy to; [pancholaguek@gmail.com](mailto:pancholaguek@gmail.com)
- Hard copies can be submitted to CSI Office at Plot No.49, 1<sup>st</sup> class Hai Malakal Opp. Equity Bank Malakia in Juba South Sudan.

