



ACROSS AFRICA DEVELOPMENT ORGANIZATION

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Approved
MLPS/HRD
Hellen
14/5/2020
14 MAY 2020
LABOUR, PUBLIC SERVICE
RESOURCE DEVELOPMENT

JOB VACANCY

Job Title:	Senior MEAL Officer
Location of Position:	Juba, South Sudan
Position Reports to:	Program Manager
Position Opened for:	South Sudanese only
Desired Start Date:	ASAP
Deadline:	June 3 rd 2020

Organizational Background

AADO is an indigenous non - governmental organization legally registered in South Sudan. AADO was established in 2018 by volunteer professionals in South Sudan as a private, voluntary, nonpolitical, and nonsectarian organization. AADO national office is situated in Hai Munuki block C near Libya market along the Mia Saba road next to Royal sport betting and JS sport betting. Our current operations are focused in Eastern, Central, Western Equatorial, Jonglei and Upper Nile State. AADO is responsive, accountable, and committed to sanctity of life and dignified wellbeing for all. We are dedicated to saving lives and relieving suffering through capacity building, emergency response mechanisms, and development programming.

In 2018 AADO opened its operations in South Sudan through partnership with other established organizations, government and county departments, and with network of private sector actors. Critical to its grassroots work is the invaluable collaboration with local and community structures including village health committees, community health and animal health workers, gender and child protection committees, extension workers, and WASH promoters. These structures have enabled AADO to competently provide community-tailored health care services, food security and livelihoods interventions, Protection support, and WASH services to underserved communities.



Main Purpose of the Role:

The Senior MEAL Officer will work in close collaboration with the MEAL Manager and the entire MEAL team to effectively provide support in areas of data analysis and among others as specified.

Essential Job duties / Scope of Work:

- Manage all AADOs internal project reports data, including management of the project Information System.
- Review, provide feedback on and file all reports submitted from various field projects
- Ensure all service delivery of projects are reporting timely and accurately to the Program Manager
- Support the roll-out of the Minimum Reporting Package (MRP) for nutrition programs
- Contribute to the development of donor proposals, specifically the development of indicators and M&E plans
- Conduct periodic evaluations of program activities in the field
- Serve as the technical supervisor to field-based M&E Officers, including traveling to field sites to provide on-the-job training and supportive supervision
- When appropriate, conduct qualitative data collection activities including focus groups and interviews for inclusion in proposals and reports
- Take a lead role in conducting data quality assessments
- Assist the M&E Manager in drafting and reviewing program reports

Requirements

- University degree required, preferably in Economics, Social Sciences or any other related discipline
- Working experience of at least (1-3 years minimum)
- Experience with M&E, particularly in GBV, FSL and WASH
- Strong organizational, interpersonal, communication and prioritization skills.
- Strong computer skills, Windows MS Office, MS Excel, others M&E analysis tools and internet/e-mails.
- Ability to remain productive even in pressure environment amidst high workload



- Creative thinker in decision making and a team player.
- Ability to travel to remote locations on short notice, possibly for extended periods.
- Excellent English and Arabic communication skills, with excellent English writing skill.
- Working with INGOs can be an added advantage.

APPLICATION PROCESS:

Please send a detailed CV and Cover Letter to with the Subject: **Senior MEAL Officer** to: **Head of Operation at email, Shifrah.haidar@gmail.com or Haidar@aafdo.org or Hand Delivered to our Juba Head Office** Located on Mia-Saba road just 5meters between Royal sport betting and JS sport betting during our working hours from 8:00 Am-1:00 Pm or else contact the number: 0927145444 for more information.

NB:

- **The handicaps and Female Candidates are strongly encouraged to apply**
- **Applications not clearly addressed will not be regarded**

Only Shortlisted Candidates will be contacted for interview.

