



World Vision®

***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children***

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

'Female applicants are highly encouraged to apply'

Job title: MEAL Coordinators (2)
Reporting to: Project Manager HPF Lot 7 & 8
Location: Yambio & Tambura
Availability: As soon as possible

Purpose of the position:

World Vision is providing essential health care services in South Sudan, with interventions in all the 7 counties of Western Equatoria State, designed to: enhance delivery of integrated health services, expand community health services for prevention and treatment, and support stable health systems that are responsive and accountable to the needs of communities and individuals accessing these services. To ensure proper MEAL during thoughtful implementation considering the unique needs of vulnerable and at-risk groups, World Vision is seeking a MEAL Coordinator to be based in Yambio to lead the implementation M&E team. The incumbent shall lead a team of professionals M&E officers to ensure quality health service delivery to the beneficiaries. He/she will be responsible for overall management of M&E officers, DHIS2 reporting, data collection tools, documentation of success stories, quality of care assessments, quarterly joint support supervision visits, health surveys, joint assessments and provision of routine graphic feed back to the health facilities.

Major Roles and Responsibilities:

MEAL Tool development and data management

- Develop, implement, and assess monitoring frameworks for all WVSS partnerships and health projects, as well as for funding proposals.
- Contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities



- Facilitate design of “SMART” objectives, logic models, monitoring frameworks, and evaluation plans during annual work-planning process
- Lead and/or coordinate all county assessments, evaluations and performance evaluation tasks including planning and reporting on the same.
- Coordinate the review all survey reports prepared to ensure quality and accurate reporting.

Learning, Accountability and Capacity Building

- Provide relevant evidence for learning from projects.
- Share learning and provide constructive comments to colleagues in order to ensure program quality.
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in program delivery.
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected.
- Keep abreast of new approaches and tools on M&E and provide training to HelpAge staff as requested. Enable staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports.
- Carrying out physical inventory in the CHD, Hospital, PHCC, PHCU stores and warehouse
- Ensure proper capture of HMIS and BHI data, proper documentation of best practices and regular analysis of data to inform project implementation
- Provide HMIS technical assistance to supervisees, project staff and implementing partners.
- Provide mentorship and capacity acceleration for all individuals involved in HMIS data management continuum
- Coordinate and supervise HMIS Officers, health facility staff and records assistant responsible for generation and reporting facility achievements using recommended HMIS registers and reporting tools
- Lead and coordinate strategic field support visits in collaboration with project management teams, partners and county health department, and donors
- Organize and, or participate in regular HMIS review meetings
- Collaborate with HMIS stakeholders at national, county, and lower levels including partners to provide periodic mentorship and trainings on HMIS tools.
- Take lead in quarterly project reviews for all the 3 counties by providing detailed analysis of data by county and by health facility and as well document success stories and photos for evidenced based programming.
- Support recruiting, interviewing, and training new M&E staff and/or consultants



- Maintain existing indicator tracking tools; develop additional databases and tracking tools as needed to demonstrate the effectiveness of project interventions.
- Analyze data for accuracy, flag validation or quality issues, and contribute to system fixes.
- Support the development, design, and writing of proposals and concept notes for related programming information management and reporting.
- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/ program results at different levels (outputs, outcomes and impact).
- Develop/ Adopt an integrated database of all county health projects/ program and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- Work with program officers and managers to ensure the collection of relevant and appropriate data needed for an effective MEAL system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/ programs and services and for reporting on donor commitments.
- Overall responsibility for data quality, attained through routine data quality audits and provision of timely feedback.
- Ensure all supported facilities have registers and tools appropriate for HMIS reporting
- Follow-up for non-submitted, missing or incomplete records prior to submission of reports to the next level.
- Oversee the collection of information and dissemination of lessons learned while implementing HMIS

Monitoring and reporting

- Provide weekly, monthly and quarterly technical reports that meet donor standards
- Develop project implementation feedback mechanisms by the community
- Provide HMIS technical assistance to supervisees, project staff and CDTY
- Receive and review monthly HMIS reports submitted by the reporting facilities, and forward to the project manager after ensuring reports meet donor reporting standards.
- Produce quarterly indicator performance reports.
- Create and integrate graphics in reports and information products to help visualize data in a meaningful way
- Edit content and presentation of all reporting and deliverables before submittal to ensure superior quality and professionalism
- Coordinate responses to requests for data and information
- Contribute to developing and reporting of project reviews, assessments, surveys, and other analytic or evaluation processes and products
- Generate monthly indicator reports for tracking progress against key indicators as needed
- Conduct field visits for data validation and to monitor the quality and completeness of data sets; coordinate data collection at project sites to monitor program development and ensure timely compilation and reporting of data; capture and document lessons learned; and champion the scaling up best practices
- Review monthly progress reports from partners and ensure they have evidence to back-up and provide feedback to the respective staff.
- Timely update and share data on the 5W matrix to the cluster management system

Assessments, surveys and evaluations

- Scale up use of mobile health (m-health) data collation technologies to enhance efficiency and overall quality of HMIS and QOC data.



Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Masters or Bachelor's Degree in Statistics, Economics, Monitoring & Evaluation, Demography, Development Studies.
- Demonstrated experience in data processing and management of large-scale surveys.
- Demonstrated experience of statistical packages and/ or data analysis software (e.g. SPSS, Excel, Epi Info, SMART, STATA) and advanced computer skills (word-processing, spread sheets, and databases) are a must.
- Certificate in M&E.
- Minimum of 5 years MEAL experience in large integrated Maternal, New born, Nutrition, WASH and Child Health programs
- Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills
- Proven ability in monitoring and evaluation management of large health projects in fragile and stable contexts
- Willingness to take up a position post and residence in a fragile context; preference for candidates with previous work experience in HPF projects.
- Ability to plan, facilitate and lead M&E project reviews at County and State level.
- Training facilitation

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to any World Vision Offices

Closing date for receiving applications is: 17th June 2021

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

