



SB-H-3

Approved by A/Director
MOL/25517
03/02/2026



JOB VACANCY: JOB DETAILS.

Job Title	MEAL Officer
Number of Positions	01
Department	Pprograms
Duty Station	Torit, Eastern Equatoria State (with frequent travels to all the Payams of operation in Torit, Magwi and Ikotos)
Reports to (Function)	MEAL Specialist
Expected Start Date	1 st March 2026

Overview of AVSI Foundation

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI Foundation works to help people in becoming aware of their own value and dignity. AVSI Foundation is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

Job Overview

Reporting directly to the **MEAL Specialist**, the **MEAL Officer** will be responsible for field data collection, data entry, and reporting in line with the approved KPIs of the **RURALSS** project. Under the guidance of the MEAL Specialist, and in close coordination with the RURALSS MEAL team and program technical staff, the MEAL Officer will support the effective implementation of the project by performing the following duties and responsibilities:

Job Title: MEAL Officer

Project: RURALSS

Duty Station: Torit, Eastern Equatoria State (with frequent travels to Magwi and Ikotos)

Reports to: MEAL Specialist

Second Supervisor: Chief of Party

Overall oversight: Area Team Leader

Overall Function

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer provides technical support to ensure the effective design, implementation, and quality assurance of MEAL systems for the RURALSS Project. The MEAL Officer is responsible for strengthening data collection



mechanisms, supporting project teams with MEAL tools and methodologies, and ensuring the availability of high-quality, timely, and accurate data for decision-making, reporting, and learning.

The MEAL Officer plays a critical role during project start-up, including the development of assessment tools, baseline studies, and beneficiary targeting systems. The role emphasizes capacity building and technical guidance rather than direct substitution of program staff, ensuring ownership of MEAL processes across the project team. The MEAL Officer ensures that minimum quality standards are met and that MEAL systems are aligned with AVSI Foundation SSD policies and donor requirements.

Essential Duties and Responsibilities

MEAL Systems and Data Management

- Provide technical support to program teams on MEAL-related activities, including data collection, data entry, validation, and management, in line with project priorities organizational needs and guidance from senior management.
- Support the establishment, implementation, and continuous improvement of MEAL systems, tools, and mechanisms across the project lifecycle.
- Ensure data quality standards are upheld, including accuracy, completeness, timeliness, and confidentiality.
- Review data management system (Kobo Collect and Aid stream) for the project and ensure its up to date

Assessments and project Indicators Management

- Develop, review, and refine data collection tools and questionnaires for rapid assessments, baseline and endline surveys, monitoring activities, and service/goods delivery assessments.
- Support the development and refinement of project indicators and results frameworks in alignment with donor requirements and AVSI Foundation SSD standards.
- Design and conduct key informant interviews (KIIs), focus group discussions (FGDs), and other qualitative data collection methods as required during assessments.

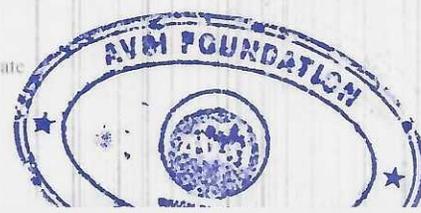
Beneficiary Targeting and Monitoring

- Established selection criteria and ensure beneficiary targeting, selection, and registration processes are conducted in accordance with agreed procedures and
- Support the monitoring of distributions, including emergency livelihood kits, and ensure post-distribution monitoring (PDM) is conducted in line with organizational policies and guidelines
- Conduct monitoring and Evaluation of projects inputs, kits and tools distributed to a certain their relevancy to the project.
- Spear head stakeholder joint monitoring on a quarterly basis at state level or as directed by the supervisor.

Data Analysis, Reporting, and Learning



Juba Town, Jerusalem House, Juba and Yei Central Equatoria State
Torit - Isohe, Eastern Equatoria State
Rumbek Town, Lakes State
The Republic of South Sudan



- Analyze quantitative and qualitative data and produce clear, accurate, and timely MEAL reports.
- Conduct process monitoring to ensure project activities and results conform to the intended project goal.
- Contribute to the drafting, revision, and editing of assessment, baseline, endline, and monitoring reports based on collected data.
- Support learning and adaptive management by sharing findings and recommendations with program teams and management.

Accountability and Coordination

- Promote accountability to affected populations by supporting feedback and complaint mechanisms and ensuring beneficiary perspectives are integrated into project implementation.
- Coordinate closely with project staff to ensure MEAL activities are well integrated into program planning and implementation.

Other Responsibilities

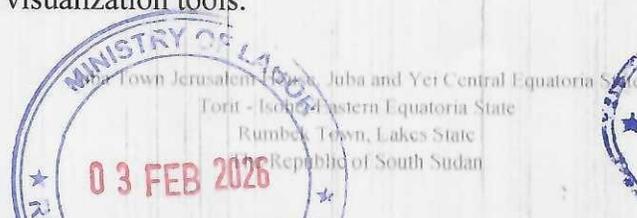
- Perform any MEAL-related and other duties as assigned by the supervisor in support of project and organizational objectives.

Required Qualifications and Competencies

- Bachelor's degree in Monitoring and Evaluation, Statistics, Economics, Social Sciences, Development Studies, Agriculture, or a related field.
- Postgraduate training or certification in Monitoring and Evaluation, MEAL, or Results Based Management is an added advantage.
- Minimum of 3 years of relevant experience in Monitoring, Evaluation, Accountability, and Learning (MEAL) or Monitoring and Evaluation roles within humanitarian or development programs.
- Demonstrated experience in designing and implementing MEAL systems, including surveys and assessments, baseline and endline surveys, routine monitoring, and post-distribution monitoring.
- Experience working on rural development, livelihoods, food security, or resilience projects is highly desirable.
- Proven experience in beneficiary targeting, registration, and verification processes.

Technical Skills

- Strong knowledge of qualitative and quantitative data collection methodologies.
- Proven ability to develop and adapt data collection tools and questionnaires.
- Experience with data collection and management platforms (e.g., Kobo Toolbox, ODK, Aidstream, or similar system).
- Strong data analysis and reporting skills, including proficiency in Microsoft Excel and/or other statistical or data visualization tools.



- Ability to ensure data quality assurance, including data cleaning, validation, and documentation/reporting.

Competencies

- Strong analytical and problem-solving skills with attention to detail.
- Excellent report writing, editing, and presentation skills.
- Ability to work collaboratively with multidisciplinary teams and provide technical guidance to non-MEAL staff (Data, FSL, Agribusiness, Nutrition, Gender and Peace Building).
- Strong organizational and time management skills, with the ability to manage multiple tasks and meet deadlines.
- High level of integrity and commitment to accountability, ethical data collection, and confidentiality.

Personal Attributes

- Proactive, flexible, and able to work independently with minimal supervision.
- Willingness and ability to travel frequently to field locations, often in challenging environments.
- Strong interpersonal and communication skills, including the ability to engage effectively with communities and stakeholders.

How to Apply:

Applications should include updated **Curriculum Vitae (CV)** of maximum 3 pages, **National ID** and **cover letter** of maximum one page **ONLY**, copies of academic documents, recommendations. In the cover letter the candidate should briefly describe his or her motivation for the position and **highlight relevant experience**.

The above documents can be delivered to AVSI Foundation Office in the State:

- AVSI Office in Juba – Jerusalem House
- AVSI Field Offices, Torit, Magwi, Ikwotos and Rumbek.

Or send in soft copy to: HR.Southsudan@avsi.org with a copy to felicity.acan@avsi.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **Tuesday 24th February 2026**
Due to the urgency of these roles, AVSI reserves the right to shortlist applications prior to the closing date.



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