



"From inclusion to impact: empowering communities with humanity"



### JOB VACANCY ADVERTISEMENT

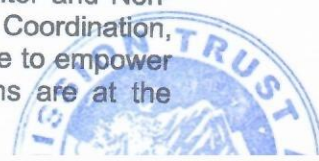
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|---------------------------|--|
| JOB TITLE:                | MEARL Manager  |
| LOCATION OF THE POSITION: | Juba   |
| DEPARTMENT:               | Program  |
| REPORTING TO:             | Executive Director   |
| SUPERVISES:               | MEAL Officer(s)  |
| FUNCTIONAL LINK:          | Programme Coordinator, HR Manager, Logistic Manager and Finance Manager. |
| NUMBER OF VACANCY:        | 01 (One)   |
| EXPECTED START DATE:      | 01.09.2025   |
| CONTRACT TYPE:            | Full time  |
| SALARY:                   | According to MTA salary scale.   |
| LEADERSHIP WITHIN MTA:    | Member of Senior management Team (SMT)                                   |
| DATE OF ADVERT:           | 21.07.2025   |
| APPLICATION DEADLINE:     | 08.08.2025   |

### ABOUT US.

**Mission Trust Aid (MTA)** is a nationally recognized, women-led organization dedicated to delivering inclusive, needs-based, and risk-informed quality interventions to disaster-affected communities in South Sudan. Established in 2018, MTA operates with a clear vision and mission: to foster a "dignified, empowered, and inclusive community driving sustainable and equitable development." Our mission, "Community empowerment through inclusive participation of women and youth in socio-economic and cultural development," reflects our commitment to making a tangible impact through collective action.

At the heart of our organization are our core values, which emphasize **Inclusion, Gender Equality, Empowerment, Integrity, Stewardship, Excellence, Resilience, Compassion, Sustainability, and Participation**. These values guide our work and drive us to create meaningful change in the communities we serve.

MTA focuses on several core thematic areas, including Water, Hygiene, and Sanitation (WASH), Health, Education Programs, Nutrition, Protection (addressing Gender-Based Violence, Land and property rights and Child Protection), Women and Youth Empowerment, Environmental Issues, Food Security and Livelihoods (FSL), Emergency Shelter and Non-Food Items (ES/NFI), Resettlement and Camp Setup, Management and Coordination, Governance, and Research and Innovation. Through these initiatives, we strive to empower communities and foster resilience, ensuring that their needs and aspirations are at the forefront of our efforts.





## SUMMARY OF THE ROLE

The MEARL Manager is responsible for overseeing the planning, implementation, and coordination of all monitoring, evaluation, accountability, research, and learning activities across Mission Trust Aid's programs. This role is pivotal in ensuring that robust MEARL systems are in place to generate high-quality data, support evidence-based decision-making, and improve overall program quality and impact.

The MEARL Manager will lead the development and management of comprehensive monitoring and evaluation frameworks, supervise assessments and evaluation studies, and oversee the analysis and interpretation of complex data. The role also includes ensuring effective accountability mechanisms are in place and functioning, and that research and learning components contribute to program refinement and innovation.

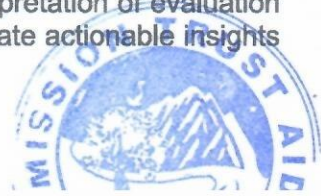
## KEY JOB FUNCTIONS

### 1. Monitoring: Key Functions

- Developing and implementing monitoring frameworks: the MEARL Manager is responsible for designing and operationalizing robust monitoring frameworks and systems that align with project objectives and donor requirements. This includes establishing clear indicators, data collection tools, and reporting templates to systematically track project progress.
- Data collection and management: overseeing the collection, validation, and management of quantitative and qualitative data from project sites is a core function. The MEARL Manager ensures that data is collected regularly, accurately, and ethically, using standardized tools and methodologies.
- Capacity building of staff: the MEARL Manager trains and supports project staff and partners on monitoring tools, data collection techniques, and the use of digital platforms for data management, ensuring high-quality and consistent data across all project locations.
- Data Quality Assurance (DQA): implementing data quality assurance mechanisms, such as spot checks, data audits, and regular reviews, to ensure the reliability and validity of monitoring data.
- Reporting and information sharing: preparing and disseminating timely monitoring reports to internal and external stakeholders, highlighting progress, challenges, and recommendations for adaptive management.

### 2. Evaluation: Key Functions

- Designing evaluation methodologies: the MEARL Manager leads the development of evaluation methodologies, including the selection of appropriate frameworks (e.g., Theory of Change, Logical Framework) and tools for both formative and summative evaluations.
- Coordinating baseline, midline, and endline surveys/studies: planning and overseeing baseline, midline, and endline evaluations to measure changes over time and assess the effectiveness and impact of interventions.
- Data analysis and interpretation: leading the analysis and interpretation of evaluation data, using both quantitative and qualitative methods, to generate actionable insights and evidence for decision-making.





## Research: Key Functions

- Identifying research priorities: the MEARL Manager with his/her team will identify key research questions and priorities in collaboration with program teams and stakeholders, ensuring that research addresses gaps in knowledge and practice with MTA.
- Leading the design and implementation of research studies, including participatory and action research methodologies that engage communities and stakeholders throughout the process.
- Ensuring Ethical Research Practices, overseeing adherence to ethical standards in research, including informed consent, confidentiality, and the protection of vulnerable populations.
- Conduct dissemination of research findings, sharing research results through reports, presentations, and publications, and ensuring that findings are accessible and useful to practitioners, policymakers and communities.

## 4. Accountability: Key Functions

- Lead in establishment of beneficiary feedback mechanisms, setting up and managing systems for beneficiaries to provide feedback, complaints, and suggestions, such as hotlines, suggestion boxes and community meetings.
- Responding to feedback and complaints, ensuring that all feedback and complaints are documented, investigated, and responded to in a timely and appropriate manner, and that corrective actions are taken as needed.
- Promoting downward accountability, facilitating participatory processes that enable communities to influence project design, implementation, and evaluation, thereby strengthening downward accountability.

## 5. Learning: Key Functions

- Facilitating reflection and learning sessions: responsible for organizing regular learning and reflection sessions with project teams and stakeholders to review monitoring and evaluation findings, discuss successes and challenges, and identify lessons learned.
- Documenting best practices and lessons learned: systematically capturing and documenting best practices, innovations, and lessons learned from project implementation and evaluations for adaptation, scaling-up, sharing and reports.
- Promoting knowledge sharing: creating platforms and opportunities for staff to share experiences, insights, and knowledge, such as through sessions, workshops and learning events.
- Working closely with the program team for effective Integration of learning into program design, ensuring that learning from monitoring, evaluation, and research is used to inform and improve program design, strategy, and implementation of MTA programs.
- Responsible for effective knowledge management and repositories: Overseeing the development and maintenance of knowledge repositories (e.g., databases, document libraries) to ensure that learning resources are accessible and utilized by staff.





- A minimum of Bachelor Degree in statistics, economics, project planning and management, information systems, monitoring and evaluation or in a closely related field.
- Master's Degree or higher in M&E or relevant field is an added advantage.
- Minimum 3 (Three) years' direct experience preferably with NNGO/INGO in a multi-sectoral setting implementing (WASH, Education, GBV, FSL, Health and Nutrition).

#### Required Skills, Competencies & Attributes

- Experience supporting multi-sectoral programming (Health and nutrition, WASH, Food Security and Livelihoods);
- Ability to implement participatory and inclusive MEARL frameworks and mechanisms that are able to adapt and evolve based on program progress;
- Demonstrated knowledge and experience managing and analyzing data using Excel, SPSS, STATA, Epi-info and comfort with regular Microsoft Application packages;
- Conversant with ODK, Kobo or any other mobile data collection platforms

#### Ethics and Safeguarding

Mission Trust Aid, has zero tolerance towards any act of misconduct and Prevention of Sexual Exploitation and Abuse (PSEA). All recruitment process at MTA will include all candidates' declarations and reference checks focused on misconduct and PSEA.

#### EQUAL OPPORTUNITIES

Mission Trust Aid is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, or disability status.

#### How to apply.

Interested and qualified candidates who meets the above requirements are encouraged to submit their applications, including a cover letter and up to date CV with at least three referees with their telephone and email contacts.

Address your application to: [recruitment@missiontrustaid.org](mailto:recruitment@missiontrustaid.org) and cc [hr@missiontrustaid.org](mailto:hr@missiontrustaid.org). Or hand deliver to our office located at **Plot No.262, Joppa Residential Area, Block IX, Juba, South Sudan**, qualified **female** candidates are **strongly** encouraged to apply. Specify the position you are applying as the subject/title before **4 PM on 08.08.2025**.

#### Attention:

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Mission Trust Aid will not be held responsible for the loss of such documents. Mission Trus Aid will only receive, consider and accept applications submitted through the stipulated channels above.

#### Recruitment Disclaimer:

Mission Trust Aid does **not charge** any fees at any stage of the recruitment process (application, interview, processing, or training), and we do not engage recruitment agents to represent us.

