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Approved by  
Supervisor of Labour  
25 MAR 2024  
25/03/2024

ZOA Dorcas South Sudan is an international NGO that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

**MEAL Officer**

**Stationed in Wau, Western Bahr El Ghazal State**

**Start Date: ASAP**

**Duration: 10 months, with possibility of extension depending on performance and funding**

**JOB PURPOSE**

- The Monitoring, Evaluation, Accountability and Learning (MEAL) officer is responsible for designing and implementing the MEAL activities of projects implemented by ZOA Dorcas South Sudan. Under the direct supervision of the Senior MEAL Officer, the MEAL officer is responsible for the quality of project monitoring, evaluation, accountability and learning through development and monitoring of indicators as defined in the MEAL framework; regular monitoring of project activities, data collection and analysis including the design of monitoring tools; providing of data input for internal/donor/cluster reports; the implementation of accountability mechanisms; the documentation of findings/learnings; capacity-building of (partner) staff in MEAL processes, and by providing suggestions for further improvement of project implementation in line with ZOA Dorcas and national/international standards. The MEAL officer reports to the Manager of Programme Quality and works in close collaboration with the Area/Programme Managers and project staff.

**Key Result Areas**

**Monitoring and Evaluation**

- Develop and implement MEAL strategies (Framework and tools), to ensure quality and consistent information is available about the projects' performance and impact.
- Timely monitoring of input/output/outcome/impact indicators as per the MEAL Frameworks of the different projects; support with the design of MEAL frameworks where applicable
- Assist the project teams in the development of project monitoring and evaluation plans (in collaboration with the Area/Programme Manager and MPQ)
- Develop M&E tools (e.g. activity trackers, PDMs, evaluation surveys) to monitor the implementation of project and M&E activities; develop additional database and tracking tools as needed to demonstrate the effectiveness of project intervention; training of project staff and/or enumerators in the usage of tools where needed

- Ensure timely data collection and reporting in line the project proposal/project, donor and ZOA Dorcas requirements (including through monthly KOBO activity tracker reports via KOBO, the CIS database, and by keeping project databases up to date)
- Adhere to specific monitoring and reporting requirements for all projects funded by different donors and ensure quality and timely revision and submission
- Facilitate the analysis and interpretation of M&E-data as an input to regular reporting (both internal and donor)
- Contribute to 5W reporting at field and national level; represent ZOA Dorcas in cluster meetings where requested
- Design and maintenance of ZOA Dorcas online MEAL and targets system in ZOA Manager for projects assigned to him/her
- Contribute to general knowledge management and proposal development – including additional data collection and analysis where required
- Promote the utilization of M&E-data at project level by defining strengths, weaknesses, opportunities and threats and recommendations for adjustment of programming.
- Conduct regular monitoring through field visits and write field visit reports including monitoring experiences, lessons learned and best practices for sharing with the project team, area/programme manager and MPQ
- Collect contextual and actual field information for area program planning
- Conduct qualitative information FGDs, KII including stories of change / case studies as required for reporting
- Collect data, analyze and prepare reports on ZOA Dorcas standard indicators
- Train local/National partners staff on MEAL approaches & techniques and also provide the necessary assistance when required to boost their capacity.
- Jointly work with the project team to conduct context and need assessments usually undertaken prior to project design/proposal development

**Accountability**

- Promote the implementation of the ZOA Dorcas accountability strategy
- Where required help develop, set-up and lead on the implementation of the ZOA Dorcas community based feedback and complaint mechanism (FCM) in accordance with the Core Humanitarian Standards (CHS)
- Ensures that all project stakeholders are sensitized on how to use the complaints mechanism.
- Work with the FCM project focal points to ensure timely submission and data entry of accountability/feedback into project feedback databases
- Where required, the MEAL officer may be asked to support with data entry of accountability/feedback

**Learning**

- Support knowledge management at field level and identify and document lessons learned and best practices through regular field visits and field visit reports
- Promote knowledge management within ZOA Dorcas on trends related to and tools used for M&E (either general/related to the sectors)
- Contribute to, build capacity of and encourage project team to submit well written success stories;

**Other tasks**

- Any other duties assigned

**Characteristics of role**



- The position is a field-based position
- The position may require further travel to remote field locations for multiple days in challenging, volatile circumstances

### Competencies – knowledge and experience

- Bachelor or Master degree in Economics, with major in Statistics, or equivalent
- Minimum of three to five years practical experience in MEAL system coordination/implementation with an International NGO or UN agency
- Advanced theoretical and practical knowledge of M&E methodologies, systems and tools and implementation thereof
- Demonstrable track-record in data tracking and evaluation, with the ability to support staff and partners on MEAL methodology and analyses and disseminate complex information to a range of stakeholder audiences
- Practical knowledge or experience of working in humanitarian response and recovery at a technical senior level position.
- Experience with KoBo Toolbox, ODK, GIS
- Up-to-date experience with digital base management and statistical data analysis packages – incl. SPSS
- Experience in participatory approaches in data collection
- Knowledge of humanitarian sector quality standards
- Excellent planning, coordination, and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.

### Skills

- Fluency in oral and written English.
- Strong research, analytical and writing skills
- Able to work in fluid and insecure environment
- At ease with staying-over in remote areas
- Fully proficient in MS-Office (Word, Excel, Statistical packages and PowerPoint).

### Other:

- Arabic and any of the local languages spoken in the area of operation is considered an asset
- Knowledge of context of posting (Jonglei State, GPAA, Western Bahr-el-Gazal, Wau, Warrap, Akon or any other area of operation) is considered an asset
- South Sudanese nationality

### Competencies - behaviour

- Excellent interpersonal, communication and presentation skills
- Innovative, creative and enthusiastic;
- Ability to work in a multicultural environment
- Self-motivator, able to work under minimum supervision;
- Able to work under pressure and meet deadlines;
- Aims to integrate and reflect Christian values in relief and rehabilitation work;
- Readiness to identify and comply with ZOA Dorcas Identity and Code of Conduct



**What we offer**

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

**How to apply**

If you believe that your qualifications meets the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to [recruitment.southsudan.wau@zoadorcas.ngo](mailto:recruitment.southsudan.wau@zoadorcas.ngo) or hard copies of your application to ZOA- Dorcas office in Juba, or in Wau at Sikka Haddid, near Airport. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

**Closing date: 12<sup>th</sup> April 2024 at 5:00 PM**

Only shortlisted candidates will be contacted.

**Note:**

**This position is for South Sudanese Nationals ONLY.**

*All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).*

*Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.*

