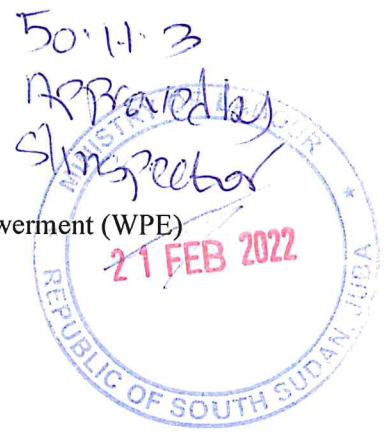




Vacancy Announcement

Job Title: MEAL Officer
Band / Level / Grade: 8B
Department: Women Protection and Empowerment (WPE)
Location: Juba
Overtime Eligible: Exempt
(per local law)



BACKGROUND:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure.

Position Reports to: WPE Snr Manager

Position directly supervises: None

JOB SUMMARY:

Under the supervision of the Snr WPE Manager and WPE Manager, the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer will ensure quality data is obtained, stored and accessible through development, performance, integrity and security of the Women's Protection and Empowerment program database. S/he is to supervise and participate in all data collection, data cleaning and input, ensuring a robust data base with analysis and data interpretation on which to base WPE program decisions. The MEAL Officer is responsible for supporting the implementation of the WPE program through quality data management; as well as will assist the WPE Program Manager in achieving goals to strengthen and improve IRC's WPE monitoring and evaluation systems

Major Responsibilities:

The MEAL Officer supports the WPE program by ensuring that all program data is properly collected, tracked, verified, entered, and analyzed. This includes data entry, field-based data verification, capacity building of program staff (including case workers) on data quality control and assisting with data reporting. She/he will work in close collaboration with IRC's WPE Project Manager, WPE Program Officers, Case Workers (CW), other local authorities and community members to ensure that program data is of a consistently high quality.

1. In collaboration with the M&E Manager and WPE Manager, the MEAL Officer will develop M&E plans at the outset of new projects and as part of proposal development.
2. He/she will develop indicator trackers for all the WPE projects and ensure indicators are tracked in monthly basis.
3. He/she will lead the safety audit planning, data collection, data analysis, reporting and presentation of the key safety audit recommendations.
4. He/she will lead the WPE assessments such GBV awareness surveys, client satisfaction, WGSS surveys, psychosocial functioning surveys. He/she will also represent IRC in all assessments organized by other partners.
5. He or she will develop and deliver capacity building trainings for WPE staff on M&E basics including data collection methodologies, database, and reporting topics.
6. He/she will work with the GBV Response Officers and Managers to ensure GBVIMS Data is routinely collected, entered in the GBV IMS, analyzed, and reported. He/she will also ensure GBV trend analysis are done and presented to the program teams, at least in a quarterly basis.
7. He/she will be responsible for regular data verification, data compilation, data quality checks, corrections and reporting.
8. He/she will play a key role in the review of all donor and program reports and ensure the data reported is accurate and complete.
9. He/she will develop and deliver capacity building trainings for WPE staff on M&E basics including data collection methodologies, database, and reporting topics.
10. He/she will develop and control user access permissions for each database according to program management specifications.

February 2022



11. He/she will compile quantitative and qualitative data to showcase IRC's WPE program, covering all program outcome areas.

Communication/Reporting

1. Provide regular feedback to the program teams on project implementation through monthly reports on indicator trends and learning.
2. Assist in preparation of donor reports.

Systems Compliance and Improvement:

IRC's finance, logistics, IT, security, communications and human resource/administration policies and procedures. Any new procedures and guidelines designated in circulars from the Country Director or other members of the IRC senior management team.

Policy compliance – Mandatory Reporting Policy (MRP):

Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers. Play a key role in planning and rolling out training of and adherence to MRP in coordination with the MRP focal team/person within the country program. The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Confidentiality:

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Note: The role of the MEAL Officer cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the M&E Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Qualifications, Skills and Experience:

University degree in social sciences (i.e., Computer science, gender studies, human rights, Statistics, etc.).

1. Post graduate training in M&E will be an added advantage.
2. At least 2 years' experience in humanitarian or development settings with proven success in designing, implementing, and operating project M&E systems from project initiation to close-out stages.
3. Advanced knowledge and skills in Microsoft Excel, including creating tables and forms, trend analysis, using pivot tables, and charting/visualizing data.
4. Strong belief in and commitment to human rights and gender equality.
5. Ability to communicate sensitively and without judgment, good diplomatic and persuasion skills.
6. Ability to use good judgment when making decisions and to take accountability for decisions made.
7. Emotional maturity and stability to resolve conflicts in non-violent way and maintain appropriate boundaries.
8. Experience in continuous quality improvement processes.
9. Good report writing skills.
10. High standard of spoken and written English.
11. Good computer skills including Microsoft Excel, Access, Word, Outlook, and Power Point.
12. Ability to design M&E tools, surveys, surveillance systems, and evaluations.

The IRC and IRC staff must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

February 2022



We are committed to narrowing the gender gap in leadership positions. We offer generous benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances. We welcome and strongly encourage qualified female professionals to apply.

All staff, regardless of role, are required to create a culture of client responsiveness by requesting and using client feedback data to make decisions. In addition, all staff are expected to demonstrate inclusiveness when making programmatic decisions and working with clients, partners and colleagues from diverse backgrounds. You can read more about the IRC's commitment to client responsiveness here: <https://www.rescue.org/resource/client-responsiveness-introduction-and-faq>

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@rescue.org not later than **10th March 2022**.

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION, MEAL OFFICER.

"WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY".

