



**ACTION AFRICA HELP SOUTH SUDAN  
VACANCY ANNOUNCEMENT  
COUNTRY PROGRAM OFFICER – MEAL**



<b>Job title</b>	Country Program Officer – Monitoring, Evaluation Accountability and Learning (MEAL)
<b>Team / programme</b>	Programs
<b>Location</b>	Juba, South Sudan
<b>Contract type</b>	Fixed
<b>Reports to</b>	Country Program Coordinator
<b>Staff reporting to this post</b>	Project Monitoring and Evaluation Officers



**BACKGROUND**

Action Africa Help (AAH) is a nongovernmental Organization and non-profit making operating in South Sudan with a mission to support disadvantaged Communities to sustainably improve their standard of living through Community empowerment approach in partnership with stake holders. AAH implements Primary Health Care (PHC), Agriculture, Humanitarian aid projects and Capacity Building.

**SCOPE OF ROLE**

The main purpose of this role is to lead on ensuring the quality and accountability of our work, bringing immediate and lasting changes to peoples' lives.

The Program Officer MEAL will bring significant experience and fresh ideas to lead on MEAL system implementation, review and evaluations, MEAL budgeting, recruitment, as well as support to proposal writing and log frame development. The post holder will ensure that all Action Africa Help International (AAHI) projects are supported to ensure quality, effectiveness and appropriateness of their programmes. It will be important for the post-holder to capture lessons learned and communicate this information in various capacities to improve on-going and future programming S/he will guide AAHI to maintain an effective monitoring system across all sectors, including the use of beneficiary feedback data, to assure the quality of interventions. The Program Officer MEAL will lead on building capacity of staff on MEAL but particularly on accountability and participation.

Ultimately, s/he will ensure that the programme has evidence-based knowledge to inform the direction of the programme from assessment and regular programme monitoring documents. Special attention should be paid to the positive and negative impact that interventions have in communities, particularly on marginalised and disabled persons.

**KEY AREAS OF ACCOUNTABILITY**

**System Design and Promoting MEAL**

- Lead on the development and oversee the roll-out of an organisational MEAL system (emergency & development), ensuring accountability to donors and beneficiaries
- Promote all aspects of MEAL to support the creation of an organisational culture which prioritizes quality programming
- Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported at AAHI South Sudan programs.
- Work closely with the programme teams to ensure that MEAL becomes an integral element of



project implementation leading to enhanced quality, accountability, management and impact. This may include the establishment of a Project Management Teams at project and National level.

#### **Staff Management, Mentorship, and Development**

- Head up the MEAL staff on all the projects, forming a solid team identity within the organisation and creating cohesion between team members working on different thematic areas.
- Oversee the recruitment of appropriate MEAL staffing on new projects.
- Manage the MEAL team to ensure that the MEAL system operates effectively with the support and resources required and that there are clear links and reporting lines between field and country office level and between MEAL and other country program departments.
- Support the MEAL team progress on specific projects, providing management oversight on progress and problem-solving in case of challenges.
- Define expectations, provide leadership and technical support as needed so that MEAL staff are able to perform their roles as required.
- Provide quality assurance on the performance of direct reports in the MEAL unit through performance management, coaching, mentoring, training and development.
- At the organisational level, devise and manage a MEAL training programme with the goal of increasing capacity and awareness of MEAL for all staff. Assess training needs and engage MEAL team staff to roll-out the training programme.

#### **Internal Reporting**

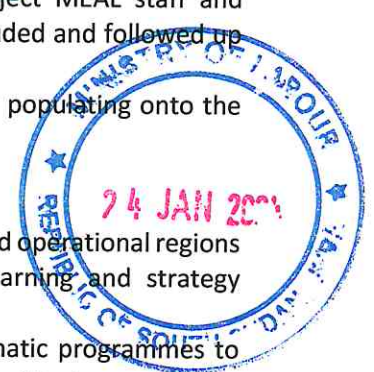
- Responsible to ensure that the organisation delivers on all internal MEAL requirements in emergency and development programmes in a timely manner and with high quality information, including reporting on AAHI global indicators and quarterly reports, total direct and indirect reach data.
- Identifies and introduces new elements (systems, tools, processes) required under the MEAL system and project manages development by MEAL team members.
- Receive regular field monitoring and accountability reports from project MEAL staff and circulate to the country office teams, ensuring that action plans are included and followed up and that Senior Management Team reviews reports regularly.
- Consolidate the AAHI annual reports including for the past two year for populating onto the AAHI website.

#### **Promoting Learning for Strategy Development and Decision Making**

- Ensure that data is brought together with findings from across thematic and operational regions to form a coherent basis for analysis of impact which promotes learning and strategy development for the whole organization.
- Lead on monitoring and improving the synergy and integration of thematic programmes to enhance delivery of outstanding results for beneficiaries and their communities in general.
- Communicate top level learning / analysis reports and monitoring data to ensure that management can make informed decisions on a timely basis to scale up and face operational challenges.

#### **External Reporting and Representation**

- Ensure external accountability to donors through the implementation of timely and quality MEAL activities leading to timely and accurate reporting.
- Ensure that high quality analysis reports which illustrate project impact and assessment findings are produced, including evidence of good practice and replicable programmes, and that they are communicated at appropriate events.
- Ensure that AAHI is represented at inter-NGO and government level meetings at all levels (related to MEAL) to ensure inter-agencies best practices sharing/ learning.





### **REQUIRED EXPERIENCE AND QUALIFICATIONS**

- Minimum 3 years' experience establishing and operating NGO Country MEAL systems.
- Degree in statistics or equivalent field. Master's level degree is an advantage.
- Experience in supervising teams and in leadership roles in general.
- Previous experience conducting MEAL with health and / or livelihoods projects is added advantage.
- Experience of living and working in difficult conditions
- Strong coordination and organizational skills
- Data management skills and experience
- Excellent interpersonal, oral and written communication skills
- Extremely flexible and have the ability to cope with stressful situations.
- Ability to communicate and develop reports to a high standard in English.
- Able to spend time in difficult field conditions.

Disclaimer: This job description is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position.

### **APPLICATION PROCEDURE**

Interested applicants can submit their application – CV and cover letter – (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be "AAHI Country Program Officer – MEAL".

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with "Questions – AAHI Country Programme Officer – MEAL".

Applications should not reach later than **13 February 2024 at 5pm.**

**AAHI is an equal opportunities employer. Both qualified male/females are encouraged to apply or compete for these positions.**

