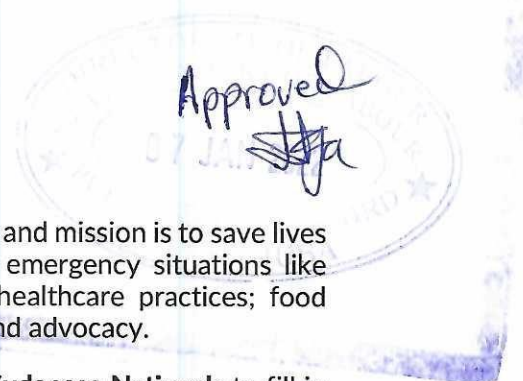




VACANCY ANNOUNCEMENT



Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **MEAL Officer –Juba Base 01 position**

Position open date: **January 7, 2022**

Closing date: **January 21, 2022**

Expected Start date: **February 1 2022**

Contract Duration: **8 Months with possibility of extension**

Location: **Juba**

TASK & RESPONSIBILITIES

The MEAL Officer is responsible for the development and roll out of Emergency programs monitoring and evaluation plan. The incumbent shall be in charge of coordination and the leading of data collection and analysis following baseline and endline survey, Post Distribution Monitoring (PDM) and Post Response Monitoring (PRM) assessments. The holder of the position, while supported by the MEAL Manager and Head of the Emergency Department, he/she shall assess and guide on the best data collection and management activities for Emergency responses, in addition to sharing of the learning experiences, both internally and with the external partners and stakeholders. He/she shall actively participate in regular progress report writing as he/she documents and follows up on complaints from the partners and the beneficiaries we work with. In the execution of his/her role, the position holder shall do so in strict adherence to logistic, human resource, administration and security procedures, as per Action Against Hunger's policies.

The MEAL officer is developing and launch the MEAL plan for Emergency Program. He/She shall be responsible for coordinating and leading in the Post Distribution Monitoring (PDM) and Post Response Monitoring (PRM) assessments, in addition to other programmatic data collection exercises. He/She shall maintain the quality of data collected by putting in place routine data quality assurance measures; training and supervising data collectors; while providing proper data cleaning and management.

I. Essential job functions

Objective 1: Monitoring system development and implementation

- ❖ Develop and roll out a monitoring plan for the MET/SET Programme, including indicators, data collection tools, and work plan in consultation with the MEAL Manager and the programme team in compliance with Action Against Hunger's Monitoring & Evaluation guidelines.
- ❖ In coordination with M&E Manager and EMG Co. create and standardize quantitative and qualitative monitoring tools to monitor key processes, outputs, and outcome indicators relate to each sector of intervention.
- ❖ Coordinate and lead the data collection and analysis for baseline, end line, and routine/post-distribution monitoring activities using mobile data collection. Conduct focus group discussions and stakeholder interviews.
- ❖ Update the Emergency Program database (APR) on a monthly basis post submission of the monthly quantitative reports/data.
- ❖ Engage with partners in areas where MET pulled out to collect and manage essential data on intervention sustainability and local partner capacity.

- ❖ Maintain the quality of data collected by putting in place routine data quality assurance measures; training and supervising data collectors; while providing proper data cleaning and management.
- ❖ Liaise with MET PMs/DPMs and MEAL Manager on the priorities of the monitoring plan per areas of intervention.

Objective 2: Accountability and feedback systems

- ❖ Assess appropriate means/methodology for collection of feedback in MET intervention areas, with special consideration for vulnerable group members, women, and children.
- ❖ Document and follow up on feedback and complaints in close collaboration with the EMG Co.
- ❖ Provide feedback to partners and programme teams on projects performance based on monitoring data findings.
- ❖ Ensure that children, women and other vulnerable community members are actively participating in all project-monitoring activities.

Objective 3: Reporting and Communication.

- ❖ Share learning from monitoring process with the wider team.
- ❖ Support MET team in improving learning and sharing mechanisms in their projects.
- ❖ Organize and facilitate quarterly panel monitoring, progress review, learning events and recommend for further improvement according to data analyses.
- ❖ Lead the development, and oversee the implementation of a plan to deliver on its minimum accountability standards in emergencies.
- ❖ In close collaboration with the Communication team; collect and document success stories, case studies, and lessons learned, and best practice in the project.
- ❖ Create and submit support cost Procurement Lines (PLs) in LINK for MEAL activities

Objective 4: Represent ACF at a field level:

- ❖ Liaise with other implementing partners, with whom Emergency have partnered with, to coordinate the planning for PRMs and PDMs at the various locations where MET had a response. While at it, appropriately represent ACF at the local meetings as the position holder coordinates strategic partnership with our partners.

REPORTING RESPONSIBILITIES
<ul style="list-style-type: none"> ❖ Share learning from monitoring process with the wider team. ❖ Support MET team in improving learning and sharing mechanisms in their projects. ❖ Organize and facilitate quarterly panel monitoring, progress review, learning events and recommend for further improvement according to data analyses. ❖ Lead the development, and oversee the implementation of a plan to deliver on its minimum accountability standards in emergencies. ❖ In close collaboration with the Communication team; collect and document success stories, case studies, and lessons learned, and best practice in the project. ❖ Create and submit support cost Procurement Lines (PLs) in LINK for MEAL activities

POSITION REQUIREMENTS
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> ❖ Bachelor's degree or Diploma in Social Sciences, Information Management, Statistics or any other relevant field. ❖ Practical experience in designing of data collection tools, data collection and analysis, including production of quality reports. ❖ At least three years of experience in a similar role with an experience with NGOs/INGOs and UN agencies and preferably, previous experience with donor proposal M&E requirement especially USAID – BHA. ❖ Proficiency in Excel, SPSS and any other data analysis software is highly preferred.

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> ❖ Skills and experience in both quantitative and qualitative data collection methodologies, including ❖ Effective communication (verbal and written) and interpersonal skills with experience communicating in different cultural work environments. ❖ Fluency in English, Arabic and other local languages in South Sudan ❖ Ability to work in a multi-disciplinary and multi-cultural environment and under tight deadlines. ❖ Good analytical organizational skills; highly organized, detail oriented and able to work under pressure
PREFERRED	<ul style="list-style-type: none"> ❖ Candidates must have a strong understanding & experience of Humanitarian Principles. ❖ Previous experience with Action Against Hunger is an added advantage. ❖ Experience working in hardship locations and insecure environments and willing to travel in remote locations with basic living conditions ❖ collection with mobile devices with ODK, Kobo Toolbox or any other mobile data collection software. ❖ Good working knowledge of Computer, particularly Word and Excel Computer skills.

Gender Equality Commitments

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA policy and procedures

To apply, please! Send your cover letter and CV with three professional References to recruitment@ssd-actionagainsthunger.org specifying **MEAL Officer –Juba Base:** as the title of your email.

The deadline for applications is **Friday January 21st, 2022 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"



07/1/2022