



JOB ADVERTISEMENT

VACANCY NUMBER: ME/LS/003

Job Title: Project Officer (Monitoring, Evaluation, Accountability, and Learning)
Department: Livelihoods Program for Agropastoralists
Reports To: Program Manager
Country/Location: Akot, Rumbek East, South Sudan

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

Job Summary:

The primary function of the job is Supporting Livelihoods for Agropastoralists in Lakes State funded by Global Affairs Canada. The project will diversify livelihood opportunities (on-and off-farm) for pastoralist cattle camp communities, reduce barriers to women's participation in agricultural and pastoral livelihoods, address sexual and gender-based violence, and support peaceful coexistence between communities in Yirol West (Mapourdit and Aluakluak) and Rumbek East (Akot) counties in Lakes State, South Sudan.

With technical support and help from the program manager, CP MEAL Manager, the MEAL officer will ensure that the project MEAL system is designed and functionalized, data collection tools, and that beneficiary database and indicators tracking tables are completed and correctly used by project staff. S/He will participate in all other aspects of MEAL like surveys, baselines, evaluations, success stories, and learning workshops, events, and reporting. The MEAL officer will also ensure that a feedback and responses mechanism is established and functionalized across all project locations.

Roles and Key Responsibilities:

1. Program Planning and Assessments

- Support the development of the project MEAL system and tools for data collection and reporting.
- Coordinate and lead all planned project field-level assessments including baseline surveys and other sector-specific assessments such as livelihoods, income generation activities, market assessments, and social cohesion.



- Ensure proper documentation of all MEAL processes and outcomes (tools, guidelines, datasets, analysis worksheets, and reports).
- Participate in project coordination and planning meetings

2. Monitoring and Evaluation

- Produce monitoring checklists and conduct field process monitoring, quality assessment, and data validation, and provide feedback and recommendations for timely improvement
- Work with project officers to ensure quality programming and adherence to minimum CRS MEAL standards.
- Conduct data verification and data quality checks for information entered into the project database and reports.
- Ensure that the MEAL plans include a periodic process for intentional learning and reflection from assessments, program progress monitoring, etc, to improve program quality.
- Track and provide feedback on achievement of key performance Indicators

3. Accountability

- Together with the program team undertake accountability activities, including the development and use of information-sharing materials.
- Set up and manage contextualized feedback and response mechanisms. system that will ensure that beneficiary feedbacks are logged and addressed in a professional and timely manner.

4. Reporting

- Track reporting deadlines for MEAL activities and ensure these are timely submitted to project officers.
- Timely consolidate the monthly indicator tracking table from the different counties.
- Review progress and technical reports and provide MEAL input, feedback, and recommendations.
- Work with other project officers to document success stories, lessons learned, and case studies

5. Capacity Building and Accountability

- Supporting training and capacity development of project staff in MEAL including areas of program assessment, design, monitoring, evaluation, accountability, and learning methodologies as well as ICT operations.
- Support the training of local communities on community-based MEAL approaches such as feedback and response mechanisms
- Provide feedback on reports and data collected to help improve quality and timeliness.

6. Information Management, Innovation, and Learning



- Regularly update project beneficiary database and indicators tracking tables
- Support the coordination of project review meetings to facilitate dialogue and learning on project/program implementation with partners.
- Ensure that the mobile data collecting devices are updated regularly updates and data synced to the server.
- Support capacity building of program staff on the use of ICT platforms.
- In collaboration with the Program Manager, facilitate project-based learning events to capture, document, and disseminate lessons learned for internal and external purposes.

Typical Background, Experience & Requirements:

QUALIFICATIONS/EXPERIENCE:

- A Bachelor's degree in Social Sciences, Agriculture Economics, or other relevant areas
- At least 3 years of MEAL experience with a humanitarian organization
- Proven technical skills in monitoring, evaluation, and experience with both qualitative and quantitative data collection and analysis
- Capacity-building experience in project monitoring, reporting, and evaluation
- Computer knowledge including Word, Excel, Lotus Notes, and PowerPoint
- Strong skills in written and spoken English
- Knowledge of the local language is also a requirement.
- Excellent analytical, presentation, and report-writing skills.
- Strong interpersonal and communication skills and the ability to work under pressure to tight deadlines.

Personal Skills

- Analysis and problem-solving skills with the ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and communities.
- Willing and able to work in remote field locations with minimum or no recreational facilities.
- Proactive, results-oriented and service-oriented
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities

Required Languages – Excellent knowledge in both written and spoken English and knowledge in the local languages in Rumbek East and Yirol West is an advantage.

Travel - The position is based in Rumbek East, with frequent field travel to Yirol West (Mapourdit and Aluakluak).



KEY WORKING RELATIONSHIPS:

- **Supervisory:** (None).
- **Internal:** Program Manager; Field Area Coordinator; Microfinance and Adult Literacy Officer; Social Cohesion, Gender, and Protection Officer
- **External:** Partners such as Local Government Authorities, other NGOs, and UN agencies

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and are used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

MEAL COMPETENCIES (for all CRS program Staff)

- Adapts MEAL principles, approaches, systems, and tools, as needed, in emergency contexts.
- Documents and communicates project achievements, successes, challenges, and learning internally and with external stakeholders.
- Ensures quality in the management of evaluation data.
- Involves community members in the design and implementation of MEAL systems in a way that increases project appropriateness and impact

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

******Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.***

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer



- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***
- ❖ ***Female candidates are HIGHLY encouraged to apply.***
- ❖ ***Only short-listed candidates will be contacted***

Application Submission:

Interested Candidates should apply through this <https://form.jotform.com/230091672634555>
Please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID not later than **January 30, 2023**.

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