



People for development

JOB VACANCY: M & E Coordinator (1)

# 50-H-3  
Approved by  
S/insp/...



## AVSI Foundation South Sudan

Founded in 1972, AVSI Foundation (AVSI) is a not-for-profit organization, which carries out development cooperation and humanitarian aid projects in 33 countries around the world. AVSI visions a world where the person, aware of his value and dignity, is the protagonist of his/her own integral development and that of his/her community, even in crisis and emergency contexts. AVSI is recognized for its capacity to mobilize communities, reach disadvantaged populations, and build bridges for effective communication among communities, local organizations and host country government authorities at all levels.

Prior to 2005 AVSI operated in South Sudan from Uganda in response to the requests of the dioceses of Torit providing support to local schools and health facilities. In 2005 AVSI Foundation opened in Ikwoto county what continues to be its largest base in the South Sudan and expanded its area of intervention to food security. Since 2012 AVSI has had a presence also in Torit town, where AVSI logistical and administrative Eastern Equatoria State (EES) coordination Centre is located. In the past 7 years, AVSI has established its offices Magwi, Nimule, Lopa, Kapoeta and Narus (in EES), becoming a key partner for UNICEF, WFP and FAO in the area whole State – in the process strengthening its installed logistic, operational, administrative and human capacities. Currently, AVSI Foundation is implementing several projects in EES State with funding from UN agencies and other donors such as WFP (FFE/Nutrition), UNICEF (Education, Nutrition), the Italian Cooperation (FSL, Nutrition, and WASH), FAO (FSL), EU (education), Education Cannot Wait (education). AVSI's history in Lakes State is not so dissimilar insofar its first office was opened in the remote village of Barghel-Cueibet in 2011, to implement an EU-funded livelihood project in partnership with the Dioceses of Rumbek and a private sector actor to support women economic empowerment. Since 2015, AVSI opened a coordination office in Rumbek, and recently (2019-2020) in Rumbek North and Yirol, implementing several projects, with main focus on gender, conflict mitigation, food security and education, with funding from EU (conflict mitigation, FSL), Italian Cooperation (gender, FSL), FAO (FSL), UNICEF (Education).

The organisation is now seeking to recruit ONE suitable qualified **South Sudanese National** and **International** for the position of **M & E Coordinator**.

**Duty Station:** Juba County (1 positions), Central Equatoria State (CES)

### Purpose of the Role

MEAL Manager will manage and supervise the MEAL team in South Sudan, having the overall responsibility over MEAL activities on the mission and MEAL coordination to ensure project quality and information dissemination.

### Responsibilities and Duties

**Management and Coordination of MEAL systems, tools and procedures at the Country Programme**

AVSI  
Office: Juba Raha compound, Juba South Sudan  
Email: hr.southsudan@avsi.org







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- Develops and maintaining accountability mechanisms, knowledge sharing and organizational learning at the Country Programme
- Direct the MEAL team comprising 3 to 5 officers
- Is responsible of quality assurance of data management & reporting
- Establishes appropriate MEAL structures, builds MEAL team capacities and maintains adequate division of roles at the Country Programme between MEAL and other staff and across MEAL staff
- Maintains, updates and further adapts monitoring and evaluation system(s), procedures and guidelines applicable for the whole Country Programme, including particular monitoring frameworks and plans for specific project (and proposals).
- Leads project MEAL planning and execution, including developing the Results Framework, Indicator Tracking Table (ITT), and methodologies and MEAL tools. Directs activity and results-based monitoring in the field, including ensuring that MEAL unit, project teams, implementing partners and enumerators follow the instructions/agreed methodology
- Drafts and regularly updates MEAL work plans and data collection. Supports in beneficiary verification and assists in preparing tools for data collection; when relevant collect data and process it.
- Supports project teams in developing quality standards for all key program interventions to strengthen the compliance and quality aspects. Prepares or adapts monitoring tools for key activities in collaboration with Program Coordinator in order to measure indicators from the log frame as well as the quality of processes). Ensures that MEAL data and reports are consistent with mission-wide reporting requirements, of high quality and on time.

#### **Building and maintaining accountability mechanisms, knowledge sharing and organizational learning at the Country Programme**

- Promotes and strengthens the understanding of the importance of MEAL within the organization
- Provides technical support in operating accountability mechanisms and its promotion/visibility amongst the project participants, especially the Community Feedback and Response Mechanism (CFRM) to ensure accessibility by beneficiaries and stakeholders. Oversees the receiving of complaints and feedback via the established channels, the recording of complaints in the complaints log, and ensures that complaints are handled confidentially and in line with the defined timeline. Ensures that complainants receive timely feedback about the status of their complaint. Refers to investigations or follow-up monitoring related to complaints based on Country Managements Decision.
- Shares lessons learnt with Country Director, program director and Programme team members in order to timely adjust the implementation of programmes. Facilitates discussion on the most important findings and recommendations from MEAL and systematically support the Programme teams in the use of MEAL results and findings. Maintains overview of lessons learned and best practice, and identifies ways to strengthen AVSI's planning, monitoring and evaluation processes.
- Provides technical support in evaluations and other research activities, including engaging in ToR preparation, selection of consultants, review of evaluation design and data collection methodology, data quality assurance, data analysis, involvement of stakeholders and dissemination plan.

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## Quality Assurance of Data Management & Reporting

- Designs and implements electronic, mobile data collection systems in MEAL processes.
- Conducts data and feedback analysis, secondary sources overview when adequate and prepares adequate reports. Helps design and review data collection/tracking tools/formats/databases to ensure data quality, reliability and consistency throughout project implementation.
- Ensure project output reporting in appropriate platforms (ex. ITAI, CIIS, etc.)
- Ensure sharing of MEAL documents in appropriate knowledge platforms (Humanitarian Support, Relief Web, etc.)
- Tributes to periodic projects' review process in cooperation with Country Director, Program Coordinator, Field Coordinator and other relevant staff.
- Direct Household Surveys and other complex data analysis and assessment



## Establishing appropriate MEAL structures, building MEAL team capacities and maintaining adequate division of roles at the Country Programme between MEAL and other staff

- Manages and supervises MEAL team at the Country Programme to ensure they deliver on all internal and external MEAL requirements in a timely manner and with high quality information.
- Reviews existing structure dedicated to MEAL; sets objectives for the employees; assesses the workload and performance of MEAL employees.
- Facilitates recruitment of staff dedicated for MEAL processes. Updates job description of MEAL staff and in cooperation and support of Programs Director and Emergency Coordinator ensures division of roles between MEAL personnel and other staff.
- Identifies MEAL capacity development needs of CP staff, and provides tailor-made, practical trainings to project staff based on capacity needs assessment. Ensure that all MEAL unit, project team members and implementing partners' staff understand and know how to use MEAL tools. Train MEAL unit, related project team members and implementing partners in assessment methodologies and tools
- In cooperation with Program Coordinator and finance, ensures that appropriate resource is available for activities and personnel related to the functions of MEAL department, including by preparing the MEAL budget section of all new proposals;

## Skills and Qualifications

### Qualification

- Bachelors (Masters preferred) degree is social science or any related field

### Experience (required)

- Minimum of 5-years relevant MEAL experience in a professional environment, preferably in a humanitarian/development setting
- Minimum of 3-year experience and progressive responsibility coordinating and managing donor level initiatives including direct engagement and reporting;

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- Experience working in complex and volatile context
- Advanced excel and data analysis
- Strong data management skills
- Proven data collection, analysis and report writing skills
- Experience in both qualitative and quantitative data analyses
- Experience with KoBo Toolbox or other ODK software.
- Technical expertise in evidence-based monitoring and evaluation approaches and practices both for accountability and learning processes
- Fluency in English - written and spoken
- Understanding of South Sudan context and/or basic Arabic is an asset

### Competencies

- Results orientation;
- Strategic thinking;
- Initiating action and change;
- Analytical skills, sound judgement;
- Flexible, proactive approach;
- Gender and cultural sensitivity;
- High degree of rationality; a scientific way of thinking, and a very good grasp of logic
- Outstanding communication skills - written and spoken
- Strong interpersonal skills
- Demonstrated patience, enthusiasm and strong personal skills with attention to detail, ability to follow procedures, meet deadlines and work both independently and cooperatively with team members.
- High ethical standards and ability to endorse principals of confidentiality
- Commitment to and understanding of AVSI's aims, values and principles
- Capacity to meet deadlines



### AVSI offers:

- Flexible and challenging working environment with room for professional and personal growth
- Robust and thorough technical support provided by seasoned MEAL Regional Manager
- Work stability and potential for Salary growth
- Reimbursement of flight ticket to the country of residence once every 1 year

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- Reimbursement of costs of visas; assistance with visa application procedure.
- Psychological consultation available
- Health insurance
- 30 days of paid leave annually and 15 days of R&R leave
- Accommodation in AVSI guesthouse



### WOMEN ARE ENCOURAGED TO APPLY

#### How to Apply:

Are you interested in this position? Send us your

- a. national ID,
- b. CV,
- c. short cover letter (no longer than 2 pages) with your salary expectation
- d. and up to 3 research or other works that shows your analytical skills (make sure to clarify how you have contributed to such works).

Do it by e-mailing [bruno.baroni@AVSI.org](mailto:bruno.baroni@AVSI.org) and [HR.Southsudan@avsi.org](mailto:HR.Southsudan@avsi.org) **CC** [aziz.musema@avsi.org](mailto:aziz.musema@avsi.org)

Please note only the shortlisted candidates will be contacted. Interviews will be conducted on rolling basis and the vacancy will be closed when filled.

*AVSI staff are expected to perform job duties and responsibilities in accordance AVSI Foundation Code of Conduct and key policies (available at: <https://www.avsi.org/en/page/policies-and-rules/155/>).*

The position is for Both National and International

**Only shortlisted candidates will be contacted.**

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS JANUARY 27<sup>th</sup>, 2022  
COB



AVSI

Office: Juba Raha compound, Juba South Sudan  
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