

## INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. JBA-2021/09/29/002

### Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

### Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

<b>Position Title:</b>	MEAL Officer (Wau)
<b>Reports to:</b>	DDG Conflict Management Manager and MEAL Manager
<b>Duty Station:</b>	Wau
<b>Contract Type</b>	6 months with possibility of extension depending on funding
<b>Eligibility:</b>	South Sudanese Nationals Only.
<b>Employment Start Date:</b>	November, 2021
<b>Salary</b>	According to DRC DDG Salary scale
<b>Advertisement Closing Deadline</b>	14 <sup>th</sup> October 2021, 5:00 PM, EAT

### The overall purpose of the role:

- Conduct monitoring activities, communicate information, gather data from the field and follow up on activities in order to get feedback on the quality and relevance of the assistance.
- Analyse data and write reports.
- Capture and document lessons learned.

Track and monitor project outputs and outcomes





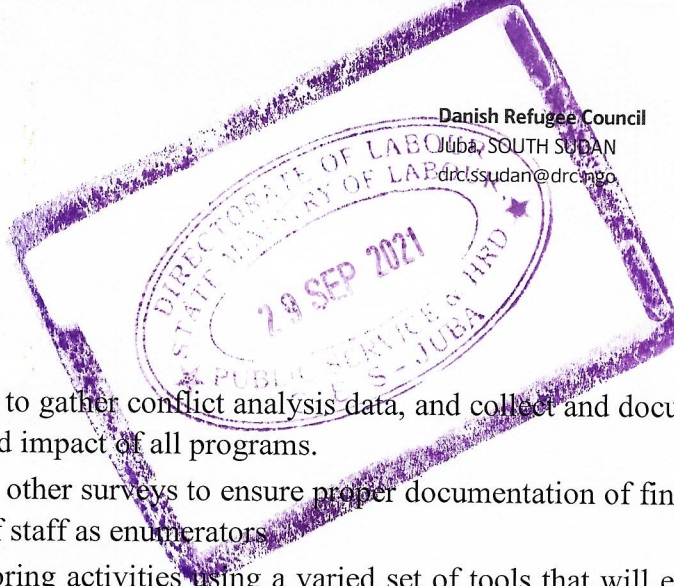
## Responsibilities and Tasks

### Monitoring and evaluation

- Regularly undertake field monitoring visits to gather conflict analysis data, and collect and document information on implementation progress and impact of all programs.
- Coordinate baseline and end line as well as other surveys to ensure proper documentation of findings and recommendations, including training of staff as enumerators
- Support in conducting participatory monitoring activities using a varied set of tools that will ensure that implementation results are captured.
- Support the development of appropriate monitoring tools and methodologies to ensure qualitative and quantitative data is included in reports
- Ensure timely reporting on monitoring activities in line with work plans and project timeline.
- Provide quality checks and review of quantitative and qualitative data through training and team feedback that ensures accurate data collection, data entry and analysis and interpretation of results
- Provide regular verbal and written feedback on field observations and monitoring findings to the MEAL Manager and relevant programme staff
- Provide regular training/capacity building for program staff in all tools and methodologies
- Develop the Peacebuilding programme's Information Management System as needs emerge. Support the Conflict Management Team on regular updating of the MEAL Database and ensure that the team updates the MEAL Database.
- Carry out data quality verifications/ audits on the reported indicators and carry out programme quality and compliance checks in the field
- Develop MEAL plans within a month for each grant
- Ensure project data has been captured through extracts from weekly activity reports and attendance documents shared by team leaders and routine follow-up with team leaders on missing information/date including on irregularities cases.
- Ensure all MEAL related documents including attendance sheets, photos etc. are properly filed and easily accessible for everyone.

### Learning

- Support program team in capturing and documentation of lessons learned and best practices.
- Contribute to organizational learning through supporting specific analysis, lessons learned, reports and events
- Perform any other relevant tasks as requested by the Line Manager and/or MEAL Manager.



**Experience and technical competencies:** (include years of experience)

**Essential:**

- Highly organized with strong attention to detail.
- Good qualitative data collection and analysis skills
- Professional and polite, with good interpersonal skills
- Proficient in MS Word, Excel, PowerBI and SPSS
- Proficiency in KoBo Collect and DHIS2
- Supportive and motivated individual; a team player.
- Commitment to humanitarian principles and accountability to affected populations
- Minimum two years' experience in a MEAL-focused role within a humanitarian organization

**Education:**

(University degree in relevant field (development or social research preferably with a focus on monitoring and evaluation as well as compliance issues) or equivalent professional qualification)

**Languages:** (indicate fluency level)

- Arabic – working knowledge (essential)
- English – working knowledge (desirable)

**Key stakeholders:** (internal and external)

- DDG Conflict Management PM
- MEAL Manager
- Program Coordinator
- MEAL Specialist and MEAL Officers

Conflict Analyst Coordinator

*Find the definition of DRC's Core competencies [here](#)*

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values





### How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo).

**OR**

Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC-DDG office in Juba OR any nearby DRC Office. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

### NOTE:

Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities.

