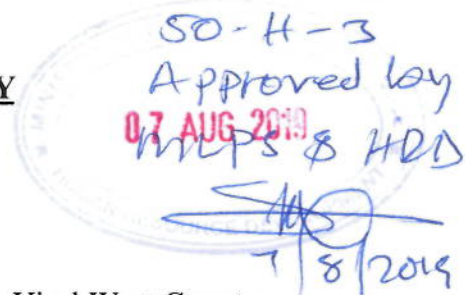


**JOB OPPORTUNITY**



**Job Title:** Project Officer – MEAL (1 Position)

**Department:** Emergency WASH

**Reports To:** Country Program MEAL Manager

**Country/Location:** Mingkaman, Awerial County or Yirol, Yirol West County

**Background:**

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities.

**Job Summary:**

CRS is looking for a committed and well aligned MEAL professional to join the Emergency WASH project team as a Project Officer. You will lead in implementation of the project's MEAL system and activities to support quality programs and compliance to donor and CRS applicable MEAL procedures and policies respectively. Your role will include but not limited to continued improvement of the MEAL system; implementation of project MEAL activities; development and implementation of ICT4D systems; data management and data quality assurance; promote learning and support documentation of programs success and lessons learned. You will support accountability to affected populations by developing and implementing safe and accessible feedback and response mechanisms together with the program team. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

**Job Responsibilities:**

- Support the coordination and implementation of all MEAL activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, CRS MEAL policies and procedures, donor requirements, and good practices.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Lead the roll-out and implementation of the project's feedback and response mechanism (FRM). Support actively seeking and responding to feedback from all members of targeted communities and other stakeholders as defined by the FRM.



- Support field-level project M&E activities (including digital data collection) and assisting project implementing staff in their efforts to collect and ensure timely evidence-based analysis of project data per specified mechanisms and tools. Collaborate with project implementation staff to prepare MEAL-related aspects of reports per established reporting schedule.
- Collect information on staff MEAL capacity needs and technical assistance needs of project implementation team and monitor MEAL-related capacity-building and technical support activities to ensure effective impact.
- Complete project documentation for assigned MEAL activities. Assist with identifying information for case studies and reports on promising practices.
- Support program learning and decision-making by posing thoughtful questions, engaging with project data, reflecting upon and sharing with project management the information gathered from community members and partners.
- Support measuring of project results on outcomes through coordinating project evaluation activities and assisting staff in their efforts to collect and analyze project data per specified mechanisms and tools.
- Ensure MEAL integrates special groups including gender, youth and people living with disability.

**Typical Background, Experience & Requirements:**

**Education and Experience**

- Bachelor's degree in a social science field, information management or statistics or in a related field. A diploma with relevant experience will be considered. Additional education may substitute for some experience.
- Minimum of 4 years of work experience in project monitoring and evaluation for an NGO.
- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Experience using SPSS or similar statistical analysis software packages will be an added advantage.
- Demonstrated commitment to and application of gender responsive programming
- Demonstrated knowledge of the protection from sexual exploitation and abuse (PSEA)
- Experience working in diversity, particularly working with women, children, people with disabilities, IDPs and/or refugees

**Personal Skills**

- Observation, active listening and analysis skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners and community members.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Proactive, results-oriented and service-oriented.

**Required/Desired Foreign Language**

Fluency of the local language of the duty station as well as proficiency in English (excellent in writing, listening and speaking English).

**Travel Required**

Frequent field movement (approximately 70% of time) to different targeted counties to verify the quality of work accomplished.

**Key Working Relationships:**

**Supervisory:** N/A

**Internal:** Emergency WASH Project Manager; Emergency WASH Project Officer; Deputy Head of Programs; Emergency WASH Field Assistants; Food Program Manager – Lakes; other CRS project staff; Gender and Protection Technical Advisor

**External:** State government ministries and lower-level administration officials and community leaders.

**Agency-wide Competencies (for all CRS Staff):**

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

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

**MEAL Competencies:**

MEAL in Design:

- Designs project-level MEAL systems which are appropriate to the project scope and context.
- Monitoring:

- Ensures timely evidence-based analysis and reporting of monitoring data.
- Implements monitoring activities and processes according to the project's Implementation Plan and MEAL system.
- Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with stakeholders to inform project decisions.

**Accountability:**

- Develops and implements MEAL systems that meet donor requirements and adhere to the agency's MEAL Policies and Procedures.
- Involves community members in the design and implementation of MEAL systems and other activities in a respectful manner that values local knowledge and priorities and increases project relevance and impact.
- Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.

Learning:

- Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

**Analysis and Critical Thinking:**

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- Uses both quantitative and qualitative findings to address key questions and to challenge assumptions and personal opinions.

#### **ICT for MEAL:**

- Supports the customization and design of digital forms for data collection based on the project's information needs and context.
- Supports the analysis of equipment requirements based on the data collection, quality control and reporting processes specified in the project's MEAL system.
- Designs approaches for visualization of data that facilitate use of data and quality reporting.

#### **Gender, Protection and Safeguarding Competencies**

- Understands what safeguarding is and their role in safeguarding vulnerable children and adults
- Demonstrates dignity and respect when working with diverse individuals in communities
- Supports teams in facilitating community-based trainings and group discussions that value the opinions of men, women, boys and girls
- Strives to understand context, community norms and values to identify opportunities for gender transformative programming.
- Adheres to CRS policy on reporting of sensitive feedback

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

- ❖ **CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**
- ❖ **Equal Opportunity Employer**
- ❖ **Female candidates are HIGHLY encouraged to apply.**
- ❖ **By applying to 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.**

#### **Application Submission:**

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **August 30, 2019**.

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or Awerial/Yirol Sub office

or by E-mail: [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org)

**Only short-listed candidates will be contacted.**

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