

## VACANCY ADVERTISEMENT

**Position:** MEAL Officer  
**Job site:** All operational States in South Sudan  
**Duration:** 6 months  
**Reports to:** Programme Coordinator - Juba  
**Duty starting date:** ASAP  
**Salary and Benefit:** As per organization salary grid



### About INTERSOS;

**INTER SOS** is an independent non-profit humanitarian organization committed to assist the victims of natural disasters and armed conflicts. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

### Background

The **MEAL Officer** will work under direct supervision of the Programme Coordinator. In the framework of a project entitled "*Integrated Education and Protection (GBV & CP) Response for People Affected by Conflict and Flood in Ezo and Leer (Envelope 2 & 3)*", the MEAL Officer will provide crucial operational and technical support for all MEAL related activities to the project and other ongoing projects.

### Core Responsibilities

#### INTER SOS South Sudan MEAL system development;

- Support in the development of INTERSOS South Sudan MEAL systems in compliance with INTERSOS's MEAL Policies and Procedures, project management standards and donors' MEAL and reporting requirements and their roll out to the field staff;
- Set up simple systems to manage information generated by MEAL activities (databases, beneficiary lists, etc.);
- Support on the standardization of MEAL function and processes in the overall programme management cycle of South Sudan mission.

#### MEAL planning

- Develop and continuously update INTERSOS MEAL plan for all on-going projects to ensure all MEAL related documents and tools are acquired, organized, up-to-date and accessible;
- Work with Program staff in developing of a general MEAL checklist for all thematic areas of INTERSOS programs;
- Contribute to the development of location-based data analysis and generate location-based humanitarian and development nexus strategies.

#### MEAL implementation;

- Collaborate with program staff on the implementation of all project MEAL plans including data collection, data cleaning, data analysis, learning mechanisms and data management;
- Coordinate and manage Baseline Surveys, Needs Assessments, Perception survey, KAP Surveys, Post Distribution Monitoring (PDM), End Line surveys etc in coordination with Programme Coordinator and Project Managers;
- Support planning, implementation and follow-up of both internal and external monitoring and evaluations, including preparing ToRs, literature review packs, recruiting evaluators, planning evaluator itineraries, planning staff workshops, leading report review.

#### Accountability;



- Support programme staff to incorporate participatory methods into community level M&E systems and tools;
- Orient program staff and partners on the basic principles and practices of beneficiary accountability;
- Guide program staffs to ensure that they consult with all members (*sex and age segregated*) of beneficiaries to define indicators for project success;
- Ensure that beneficiary complain and feedback handling mechanism is in place in every operational area including adequate documentation, analysis, addressing, and utilization by program teams.

## Learning

- Ensure that program teams regularly review and accordingly adjust MEAL plans and tools in the light of changes and needs in the field context;
- Support learning-to-action events to document and incorporate lessons learned into program design and implementation.

## Program Development

- Contributing to proposal writing and review to ensure MEAL activities and costs are adequately covered.

## Requirements:

### Qualification and Experience.

- Excellent verbal and written skills in good written and spoken English and as added value knowledge of Nuer languages.
- University (Bachelor's & preferably Master) degree in the field to Statistics, Social sciences, international development, Political sciences or related field;
- Minimum of 5 years of work experience working with NGO on project management related roles among which 2 years of experience should be on MEAL responsibilities;
- Experience and knowledge of monitoring, evaluation and needs/impact assessment methods;
- Familiarity with beneficiary accountability mechanisms;
- Proficiency in database development/management, and skills in analyzing, interpreting and communicating data;
- Experience in conducting assessments and surveys;
- Skills in designing and implementing information management and performance measurement frameworks;
- Strong interpersonal and organizational skills, and ability to work under pressure;
- Proven analytical and problem-solving skills;
- Strong computer proficiency, particularly with Microsoft Excel, Access, Word, Statistical application including SPSS, Kobo tool, Mobile data collection applications, etc.

## Application Procedure and Closure;

Interested applicants should submit non-returnable copies of the following documents in a sealed envelope, properly marked "MEAL Officer – INTERSOS-SSD/2021/001 to INTERSOS Office at Afex Riverside Camp or Email to [recruitment.ross@intersos.org](mailto:recruitment.ross@intersos.org) and Cc [programme.ross@intersos.org](mailto:programme.ross@intersos.org) before Application Deadline: 07th December 2021 5:00 CAT

- Cover Letter
- Updated Curriculum Vitae,
- Copy of National ID/Passport

**NB:** Only shortlisted candidates who meet the requirements will be contacted. **Women are highly encouraged to apply.**