

JOB ADVERTISEMENT

VACANCY NUMBER: SPO – MEAL/JB/25 /01

Job Title: Senior Project Officer -MEAL
Department: Programming
Reports To: Program Manager
Country/Location: Juba



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Approved
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2025

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

As a senior monitoring, evaluation, accountability and learning (MEAL) officer for the WFP Field Level Agreement (FLA) responses, the postholder will facilitate the achievement of project objectives through coordinating and reporting on all project MEAL activities and providing MEAL-related technical guidance and advice to staff and implementing partner(s) advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. S/He will ensure that a strong project MEAL system is designed and functionalized, data collection tools, beneficiary database and indicators progress tracking tables are completed and correctly used by project staff. S/He will lead and participate in all other aspects of project MEAL like surveys, market assessments, baseline surveys, evaluations, success stories, learning workshops, events, and reporting as required. The senior MEAL officer will also ensure that a feedback and response mechanism is established and functionalized across all WFP FLA locations. His/her coordination and relationship management skills will ensure application of best practices in MEAL and constantly works towards improving the impact of its benefits to those we serve. S/He will enhance the quality of the program implementation through:

- Strong monitoring and evaluation in line with donor and CRS MEAL requirements.
- Capacity building of staff in MEAL
- Strategic engagement with CRS staff and stakeholders
- Quality MEAL support to program team

Roles and Key Responsibilities

I. Program Planning and Assessments

- Organize and lead the implementation of all assigned project MEAL activities as outlined in the detailed implementation plan in line with CRS program quality principles, standards and



MEAL policies and procedures, and practices, donor MEAL requirements, and industry good practices.

- Support the development high quality MEAL system including tools for data collection and reporting as per the project results framework.
- Ensure proper documentation of all MEAL processes and outcomes (tools guidelines, datasets, IPTT, ITT, analysis worksheets and reports).
- Coordinate the implementation and use of ICT4D for project MEAL including device management, setting Apps, trouble shooting and training.
- Complete MEAL Policies and Procedure (MPP) checklist-Ver 4.0 for the project and monitor its implementation on quarterly basis.
- Participate in project coordination and planning meetings and coordinate provision of any MEAL-related logistical and administrative support to staff and partners.

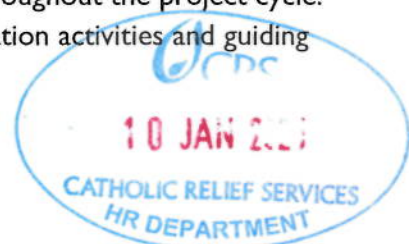
2. Monitoring and Evaluation

- Implement monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system. Ensure the quality of monitoring data through annual data quality assessments.
- Supervise and perform ad hoc inspections of various MEAL processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and procedures.
- Produce responsive monitoring checklists, conduct field process monitoring, quality assessment, data validation, and provide feedback and recommendations for timely improvement.
- Conduct data verification and data quality checks for information entered into the project database and used in reports.
- Plan quarterly reflection events with CRS and partners using routine monitoring data, and assessments to advance learning and adaptive management to improve program quality.
- Consolidate IPTT and ITT and provide feedback on the achievement of key performance Indicators outlined in the project' performance monitoring plan (PMP).
- Contribute to developing Terms of Reference (ToRs) for evaluations of projects as necessary and applicable.
- Coordinate and lead all planned project field-level assessments including baseline surveys, participatory market assessments, and endline evaluation.

3. Accountability

- Set up and manage contextualized feedback and response mechanisms in line with CRS safeguarding standards to ensure accountability in the project. Establish a system that will ensure that beneficiary feedback is logged and addressed in a professional and timely manner.
- 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 guidance.
- Analyze feedback data by sex, feedback categories and locations to enhance learning and adaptive management in the project.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences.

4. Reporting



- Track reporting deadlines (due dates table) for MEAL activities and ensure these are timely submitted by project officers.
- Consolidate the monthly indicator performance tracking table (IPTT) and share progress updates against key performance indicators.
- Review progress and technical reports and provide MEAL input, feedback, and recommendations.
- Work with Communication' assistant and other project officers to document success stories, lessons learned, and case studies.
- Coordinate planning and reporting of annual MPP self-assessment and consolidate and submit annual participants services delivery indicator (PSDI) and global results for the project in timely manner.
- Ensure timely, project documentation for assigned MEAL activities is complete with all required documents and is filed per agency and donor requirements.
- Assist with preparation of trends analysis reports and documentation of case studies and promising practices.

5. Capacity Building and Accountability

- Support and coordinate MEAL capacity building and technical support activities to ensure assigned project MEAL activities are implemented per project guidelines and standards. Optimize partner participation and capacity development in the implementation of MEAL systems.
- Supporting training and capacity development of project staff on MEAL, including areas of program assessment, MEAL design, monitoring, evaluation, accountability to donor and people we serve, learning methodologies as well as ICT4D operations.
- Support the training of local communities on community-based MEAL approaches such as feedback, Complains and response mechanisms (FCRM).
- Provide feedback on reports and data collected to help improve quality and timeliness.
- Share MEAL capabilities for both MEAL and non-MEAL staff with program team and encourage program team to include MEAL competencies in their performance goals.

6. Information Management, Innovation, and Learning

- Regularly update project beneficiary database and indicators performance tracking tables (IPTT/ITT).
- Support the coordination of project review meetings to facilitate dialogue and learning on project/program implementation with partners.
- Oversee device management, ensure devices are updated regularly and all data synced to the HQ server in timely manner.
- Support capacity building of program staff on the use of ICT4D solutions/platforms such as CommCare.
- In collaboration with the Program Manager, facilitate project-based learning events to capture, document, and disseminate lessons learned for internal and external purposes.
- Take lead to collect and manage data in line with CRS responsible and open data policy.

Basic Qualifications

- Bachelor's Degree required. Degree in International Relations or in the field of MEAL would be a plus.



- Minimum of 5 years of work experience in project support, ideally in the field of MEAL and for an INGO.
- Additional experience may substitute for some education.

Required Languages - Fluency in English and local languages in Jonglei State.

Travel - The position is based in Juba with up to 75% traveling to implement project activity's locations.

Knowledge, Skills and Abilities

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Preferred Qualifications

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

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.

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

Supervisory Responsibilities – N/A

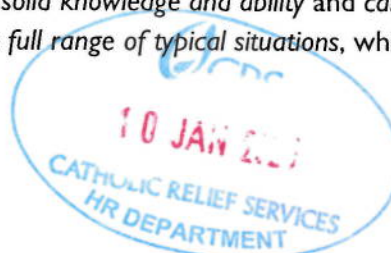
Key Working Relationships

- **Internal:** Program Manager; Project Officers
- **External:** Partners such as Local Government Authorities, other NGOs, UN agencies (WFP) and clusters.

MEAL Competencies (for CRS MEAL Program Staff)

Each staff member in this position is expected to have *solid knowledge and ability* and can *apply the following competencies with minimal or no guidance, in the full range of typical situations*, while requiring guidance to handle novel or more complex situations:

- Monitoring
- Accountability



- Learning

In addition, each staff member in this position is expected to have *basic knowledge and ability* and, with guidance, *be able to apply the following competencies in common situations* that present limited difficulties:

- MEAL in Design
- Evaluation
- Analysis and Critical Thinking
- ICT4MEAL
- Management in MEAL

****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.*

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.

CRS is an Equal Opportunity Employer

How to apply:

Interested applicants can apply through the link below

<https://form.jotform.com/221934641085052> or drop their CV with 3 referees and a copy of their national ID to any of the CRS offices not later than January 31, 2025.

Only shortlisted candidates will be contacted.

WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

