JOB VACANCY - INTERNAL & EXTERNAL

Job Title: MEAL Manager (**1**)

Department: Programs

Reporting to: Executive Director

Base Location: Juba, Central Equatoria State

Duration: 12 months with possibility of extension

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27/02
2026

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Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.

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Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs)** to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan's fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Key Responsibilities

A. Monitoring and Evaluation

1. Develop and implement MEAL plans in line with project log frames and indicators.
2. Design data collection tools, methodologies, and tracking systems.
3. Conduct baseline, midline, and end line assessments.
4. Ensure regular data collection, verification, analysis, and reporting.
5. Track project performance indicators and ensure timely updates of indicator tracking tables.
6. Support program teams in results-based management.

B. Data Management and Reporting

1. Establish and maintain a data management system (database).
2. Ensure data quality through regular data verification and validation exercises.
3. Analyze quantitative and qualitative data and produce analytical reports.
4. Contribute to internal and donor reports (weekly, monthly, quarterly, and final reports).

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C. Accountability

1. Establish and manage Feedback and Complaint Response Mechanisms (FCRM).
2. Ensure communities are informed about project objectives, entitlements, and complaint channels.
3. Document and track complaints and ensure timely resolution.
4. Promote safeguarding and protection mainstreaming across projects.

D. Learning

1. Facilitate reflection meetings, review workshops, and lessons learned sessions.
2. Document best practices, case studies, and success stories.
3. Support knowledge management and information sharing across projects.

E. Capacity Building

1. Train field staff and partners on MEAL concepts and tools.
2. Support program teams in understanding indicators and reporting requirements.
3. Strengthen community structures on participatory monitoring approaches.
4. Reporting Line

Minimum Qualifications/Experience

- Bachelor's degree in Statistics, Social Sciences, Development Studies, Project Management, or related field.
- Minimum 3–5 years of experience in MEAL within NGOs or humanitarian settings.
- Strong knowledge of logical frameworks, indicator tracking, and data analysis.
- Experience in conducting surveys, FGDs, KIIs, and assessments.
- Proficiency in data analysis software (Excel, SPSS, Kobo, ODK, or similar tools).
- Strong report writing and analytical skills.
- Ability to work in challenging environments.

Core Competencies

- Strong analytical and critical thinking skills
- High level of integrity and accountability
- Excellent communication skills
- Ability to meet deadlines

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Common Requirements

- Experience in conflict-affected contexts is highly preferred.
- Adherence to humanitarian principles and Facilitating Action for Community Empowerment (FACE) -specific policies
- Flexibility to travel to remote field locations.

Desirable skills and Knowledge.

- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Problem-solving and analytical skills.
- Commitment to child protection and ethical standards.
- Ability to work with diverse cultures and in remote and stressful environment.
- Understanding of the humanitarian principles
- Ability to with minimum supervision and taking accountability.

Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be reported through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.

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How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY

"Female candidates are highly encouraged to apply"

Only short-listed candidates will be contacted for interviews.

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