



**JOB ADVERTISEMENT**

**PRE-GRANT RECRUITMENT UNDER MDTF PROJECT**



Job Title:	<b>MEAL Manager (2 Positions)</b>
Location:	<b>Kuajok &amp; Ulang</b>
Recruitment Status	<b>Relocatable</b>
Reports to:	<b>MDTF Lot Coordinator</b>
Posting Date	<b>22 March 2024</b>
Closing Date	<b>17 April 2024</b>

50-H-3  
MOL  
Approved  
22/3/2024

**General Description of the Programme**

Established in 1977, GOAL is an international humanitarian and development agency, with a team of 2,400 personnel, dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods.

GOAL has been working in South Sudan since 1985 with a focus on Health, Nutrition, WASH, Food Security, and livelihood interventions, and is continually adapting and responding to the context to support the people in need. GOAL currently operates in Abyei Special Administrative Area, Kajo-Keji, Twic (in Warrap State), Renk, and Ulang Counties and is working to expand its operations to other parts of the country where humanitarian needs are immense.

**GOAL is in the final process of acquiring grants under the upcoming MDTF project for Lot 22 & 24 that will be implemented in Warrap state, Abyei administrative Area and upper Nile state particularly in Ulang & Nasir County that is scheduled to start by 1<sup>st</sup> July 2024. With the coming of the MDTF project, GOAL is strategically recruiting for various positions under this project to ensure that all staffs required to kick start the project are all in place. Therefore, these recruitments are a pre-grant recruitment, and the staffs will be brought on board once GOAL has finally gotten the grant.**

**Job Purpose**

The HSTP MEAL Manager works directly with the HSTP Project Lead for efficient and timely submission of accurate reports from all HSTP field sites and maintains an appropriate filling system of received data and reports. The HSTP MEAL manager will manage the MEAL function of this multi-year project by collaborating with GOAL's SS Program team under the guidance of the MEAL Co and Programme Director.

**Main Responsibilities**

**Survey, Assessment, and programme evaluation.**

- Support Lot MEAL officers in conducting Periodic surveys and assessments, ensuring the full participation of all GOAL programme sectors from planning through data collection to reporting and drawing of conclusions and recommendations.
- Support the supervision data collection in the field including early identification and correction of any problems as they arise, when taking the lead.
- Provide feedback to field MEAL officers on quality of data and forms submitted to inform corrective measures.



- Support data analysis for surveys, including investigation of possible associated links between the results of the household questionnaire, the child feeding practices questionnaire and the anthropometry & health questionnaire.
- Work with the HSTP Project lead and MEAL Coordinator to produce draft survey reports. Collate all feedback from programme staff and make edits in collaboration with the MEAL Coordinator
- Disseminate reports to all relevant partners once verified and approved for distribution.
- Carry out community meetings at the field site to feedback results to community members.
  - Support the organization and implementation of training for qualitative data collection (including, but not limited to, focus group discussions and key informant interviews) to investigate the underlying causes of outcomes observed in GOAL surveys.
  - Support the over-all process of qualitative data collection among all programme sectors, advising, supporting, and helping practically as and where necessary.
  - Collate and analyse data, supporting the creation and editing of reports.
  - Feedback to GOAL staff and community where qualitative assessments were conducted.
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#### **Routine HSTP monitoring and Evaluation coordination.**

- Oversee MEAL Activities across the assigned Lot and provide oversight to county MEAL staff.
- Coordinate MEAL related activities with the national MOH, SMOH , CHD and UNICEF and other external and internal stakeholders with technical support from Regional MEAL Adviser and other HQ technical team.
- Support Field MEAL Officers in tracking progress and projects Key milestones.
- Support the creation and maintenance of MEAL Frameworks/tools (with the MEAL Coordinator)
- Responding to HSTP M&E data requests.
- Support the synthesis and dissemination of regular updates of routine programme data, and analysis of trends.
- Provide oversight and coaching to Field MEAL staff to ensure the quality data is collected and verified to inform evidence-based decisions.
- Build the capacity of the County/SMOH MEAL/M&E team and support improvement efforts geared towards strengthening the CHD M&E system.
- Work with the relevant MEAL/ M7E teams to ensure hospital data is also entered into the DHIS2
- Any other tasks as assigned by the MEAL Coordinator

#### **MEAL Reporting.**

- Conduct overall data quality and check and before submission.
- Ensure overall quality and timely MEAL reports submission to internal and external stakeholders.
- Coordinate with Field MEAL officers on requisition of MEAL data collection tools.
- Support Field MEAL officers in ensuring all the grants are timely tracked using SCORE card system including strategic quarterly reporting, this includes people reached and CFM communications received for a quarter.



### **MIS support to Programmes and Systems**

- Support the MEAL Co in designing and standardizing surveys and data capture processes to ensure reporting and KPIs are accurate, and information is accessible to a range of audiences.
- Support GOAL South Sudan HSTP/MDTF programme with form digitization and the development of dashboards (primarily using Commcare, Kobo and Power BI).
- Assist in providing regular technical support for staff on MIS tools or platforms.
- Support on training and building the capacity of staff on the use of MIS tools including the use of software services for: mobile data collection (e.g., Commcare) and business analytics (e.g., Power BI).

### **Data analysis and visualisation**

- Support in the analysis of datasets using business analytics platforms (e.g., Power BI)
- Share monthly data reports and visualizations for each active grant in alignment with regular Programme Review Meetings and learning events.
- Contribute to monthly data reports and visualisations, in coordination with the MEAL team, to LOT Coordinators, APOCs and SMT in support of adaptive management and the assessment of progress against project, programme and country targets, using statistical and data modelling.
- Assist Programme staff to identify and respond to trends in already established datasets.

### **Community feedback mechanism:**

- Overseeing Collection of Programme related communications through community meetings, suggestion boxes and other CFM channels and ensuring effective case management and timely entry to Commcare app.
- Embed CFM power BI report dashboard on SharePoint to be accessed by programme team for appropriate action to improve GOAL programming.
- Support Field MEAL officers in identifying key learning areas from CFM and programme activities and update LOT (learning outcome tracker) to support some programmatic decision and help in designing future interventions.
- Provide technical support for Focus group discussions during CFM assessment and Core humanitarian standards rollout with technical support from accountability and learning adviser.

### **Job Requirements**

- Relevant bachelor's degree, with component of statistical analysis preferred.
- Previous experience of conducting nutrition, mortality and multi-indicator surveys following SMART guidelines in an emergency context preferred.
- Proven report writing skills in English (required) and understanding of statistical analysis and presentation.
- Previous experience with Comcare, Power BI, tableau, kobo, ENA and Epi Info and Excel preferred familiarity with basic computer packages essential.
- Proven ability to give attention to detail.
- Ability and willingness to travel to and stay in remote locations.
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.

### **Equal Opportunities**





GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training. **To promote gender equality in our work force, qualified female candidates who meet the above job requirements are strongly encouraged to apply.**

### **Safeguarding**

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

### **Accountability within GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

### **Application procedures & guidelines**

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. Currently the online system for GOAL jobs has some technical problems and applications submitted online may not be delivered, therefore applicants are highly encouraged to submit their applications in hard copies at GOAL head office located at Tongping along Kololo Road. Or in our field offices located in Twic, Abyei, Renk & Ulang.
2. Applicants should ONLY apply for one position in a location that is deemed suitable for them. Applicants who apply for more than one location shall only be considered for one job location. Position & Work location should be clearly stated in the subject line of the application letter.
3. Applications submitted through any email that is not designated as official for this recruitment will not be considered under this recruitment.





4. Original documents are not allowed at this stage of recruitment and GOAL will not be held liable for any lost original documents that have been submitted at this stage of recruitment.
5. This is a national recruitment and south Sudanese citizens who meet the above requirements are highly encouraged to apply for this job.

GOAL *Fitts*

