

VACCANCY ANNOUNCEMENT - MEAL OFFICER

Job Title: MEAL Officer	Title of Supervisor: Program Coordinator
Department/Function: Program	Location: South Sudan – Juba (With frequent field trips to project Sites)
Direct reports: Program Coordinator	



I. General terms and conditions

Diakonie Katastrophenhilfe is a German non-government organization (NGO) that renders humanitarian aid in 31 countries across the world. DKH supports people who are affected by natural disasters, war, and displacement and who are not able to cope on their own in the emergency they find themselves in. DKH focuses on locally-led responses by working through a global network of partner organizations where fostering localized humanitarian action and an equal partnership approach lies at the very core of its work

Diakonie Katastrophenhilfe (DKH) presence in South Sudan dates back from 1998 acting without distinction of race, religion or political affiliation. All employees of Diakonie Katastrophenhilfe must adhere to, respect and undertake to ensure that the standards of Diakonie Katastrophenhilfe, the code of conduct of the International Red Cross and Red Crescent Movement and those of humanitarian NGOs are applied in the course of their duties.

II. Description of the position.

Under the supervision and advice of the Head of Mission South Sudan and program coordinator, the M&E Officer ensures the coordination, monitoring and evaluation of projects, including financial monitoring and compliance with reporting rules by Diakonie Katastrophenhilfe partner organizations in South Sudan. He/she will in cooperation with the Head of Mission and Program Coordinator ensure transparent and efficient management of the operational implementation of projects designed and developed in partnership with Diakonie Katastrophenhilfe's partner organizations.

Overall Job Purpose

To ensure the coordination, monitoring and evaluation of projects, including financial monitoring complies with reporting rules by DKH partner organization in South Sudan. In cooperation with the Head of Mission ensure transparent and efficient management of the operational implementation of projects and developed in partnership with DKH partner organizations.



Roles and responsibilities

Ensure the quality of monitoring and evaluation of projects of DKH's partner organizations

- Design monitoring tools, follow M&E's internal procedures, and contribute to the drafting of project progress reports as per standards of DKH's offices abroad.
- Ensure that projects comply with the specific procedures of each donor (e.g. GFFO, BMZ ECHO, Diakonie Katastrophenhilfe, other back donors).
- Support the Kick-start of new projects with Implementing partners.
- Keep the implementing partners abreast in case of delays in implementation and spending.
- Identification and management of gaps during projects implementation/advise partners.
- Sufficient monitoring of projects against targets and outcomes as per the log frame.
- Monitor the partners' application of feedback mechanisms and application for protection policies.
- Coordinate for programmatic monitoring and evaluations of all phases of project cycles.
- Monitor the technical implementation of projects and the financial management.
- Develop Tools adapted to the reinforcement needs identified for the partner.
- Prepare detailed and quality internal reports of field missions.
- Ensure that DKH partners in South Sudan manage their cooperation activities with DKH transparently and efficiently; strengthen their technical and project management capacities.
- Verifying the integration of cross-cutting themes, e.g. gender, protection and do no harm.
- Together with the program coordinator improve procedures and documentation of direct and remote monitoring practices.
- Support project audits and evaluations/PDMs, including drafting of ToR and review of reports.
- Ensure documentation of lessons learned and propose modifications of approaches and procedures accordingly.

Support to Partner Organizations

- Support partners in the development of project proposals in line with Diakonie Katastrophenhilfe's Strategy and thematic areas of engagement.
- Make operational recommendations to partners and ensure that the necessary adjustments are made.
- Guide the partners for needs assessment and/or compilation of data necessary for the elaboration of project proposals.
- Support and advise partner organizations according to their needs so that they can achieve the objectives set by their projects on the one hand, and become more autonomous on the other.
- Identify the capacity-building needs of Diakonie Katastrophenhilfe's partner organizations in terms of training or capacity building and report to the program coordinator.
- Support in developing and/or adapting standards to professionalize the work of DKH and its partners in South Sudan – quality assurance

Support to DKH country office in Juba

- Identify the capacity-enhancement gaps of partner organizations.



- Contribute to the verification of the proper application of the standard procedures
- Participate in humanitarian coordination meetings.
- Contribute to the production of internal reports for headquarters.
- Facilitate visits by project auditors, evaluators, and visits of national and international DKH staff.
- This job description is not exhaustive and the person may be required to perform any other tasks required by the Head of Mission.

Skills and Competencies/ Qualifications

- Bachelor's degree or masters in project management, economics, agro-economics, political science, sociology, anthropology, MEAL, humanitarian studies as well as statistical analysis or Mathematics
- At least three to five (3-5) years of professional experience in the design and management of programs/projects in the humanitarian sector or in an international organization.
- Proven experience in program/project planning, coordination, and monitoring/evaluation.
- Computer literate and good proficiency in Microsoft applications (MS Word, PowerPoint, and MS Excel).
- Have worked in partnership with local NGOs and have experience in building their capacity.
- Be motivated to work in an NGO and adhere to related codes, values, and principles.
- Familiar with electronic data collection tools e.g. KOBO

HOW TO APPLY.

Send your application, Copy of Updated CV with three (3) Referees, copy of academic transcripts and relevant training certificates, Copy of nationality ID to the following e-mail address: recruitment.ssd@diakonie-katastrophenhilfe.org not later than 20th November, 2023

NOTE:

- *** Only South Sudanese Nationals are encouraged to apply
- *** Only shortlisted candidates will be contacted.

