



منظمة الجنوب سودانية للتنمية و الإغاثة  
SOUTH SUDANESE DEVELOPMENT  
AND RELIEF AGENCY  
(SSUDRA)



SD. H. 3  
Approved

6<sup>th</sup> May, 2024

Job Title: MEAL Officer  
Department: Program.  
Reports to: Program Manager.



### 1. INTRODUCTION

South Sudanese Development and Relief Agency (SSUDRA) is Faith Based National Non-Governmental Organization. It the Development and Humanitarian Aim of the Episcopal Church of South Sudan. It was established in 1979, is Forty-Five (45) years of existence in Development and Humanitarian Service Delivery Relief and Social services in the Republic of South Sudan.

### 2. Purpose of the function

SSUDRA is seeking for an experienced and qualified South Sudanese to occupy the position of MEAL Officer. This is a Sensitive Programme position and the incumbent shall be responsible for ensuring smooth functioning of MEAL systems in all projects. The MEAL Officers will conduct planned quality monitoring visits against Quality Benchmarks and capacitate to the program teams for regular MEAL templates/formats/forms of data collection and reporting as well as update Output Tracker (OT) and Indicator Performance Tracking Tables (IPTTs) of all existing projects in the designated areas of SSUDRA's operation. Take lead during baseline surveys, formative and operational research, evaluation periods and reporting times etc. Make sure the complaint & feedback mechanisms are well functional. Keep good coordination and collaboration with all program teams and partner staffs as well. Maintain regular report preparation and share with proper channels.



P.O Box 110, South Sudan Tel +211 (0) 927566777/ +211 (0) 92178 2887/ +211 (0) 912375195

Email: loabe2012@gmail.com/ssudra@southsudan.anglican.org

**SSUDRA IS THE DEVELOPMENT AND RELIEF WING OF ECSS**

## KEY AREAS OF ACCOUNTABILITY:

### A. Monitoring:

- Develop/review Monitoring Checklists of program activities. Translate them into local language, if required.
- Carry out Capacity building of program staffs on project related M&E formats/templates/forms of data collection; Output tracker (OT) and Indicator Performance Tracking Tables (IPTT).
- Develop IPTT and keep track of the indicator tracker for all the projects in SSUDRA
- Organize frequent field visits to monitor program activities/interventions against Quality Benchmarks/Quality Checklists and produce & share reports to concerned program teams as well as the management team based on quality and accountability findings and incorporate inputs from program teams in action agreed plans.
- Support program staff to strengthen joint planning and monitoring with stakeholders.
- Take lead in consultation with the Program Manager in conducting situation analysis studies.
- Contribute to the quality of program design – reviewing log-frames, results frameworks, project plan, strategic plans, MEAL Plan etc.
- Take lead in developing MEAL plans and keeping it up to date.
- Take lead in conducting baseline/mid-term, PDM and endline studies.
- Take lead in collecting quality data and analysis against the performance indicators and targets on periodic basis.
- Ensure data authenticity by presenting quality while reporting and verifying the data and information from sources periodically on sample basis.
- To carry out follow-up monitoring visits to materialize actions agreed in action plans and also maintain 'Monitoring-Action Plan Tracker'.
- Maintain close coordination with Program Manager on Quality and Accountability issues. Share all information (monitoring reports, CFM database preliminary inquiry reports) with Program Manager.

### B. Evaluation:

- Develop terms of reference for all surveys and evaluation activities in the organization.
- Support Programs Manager in all formative and operational research.



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- Support evaluation teams while conducting periodic evaluation of project intervention, if required.
- Assist the Program Manager in preparing and conducting baseline studies.
- Ensure development and archiving quality case studies through program team.

#### C. Accountability:

- Establish an effective functional system for complaints/feedback handling and response mechanisms at community level.
- Develop and implement plans of regular safeguarding education, awareness creation/ sensitization activities for beneficiaries on staff conduct and beneficiary rights.
- Develop a database and track all feedback and response actions through out the project period and beyond.
- Develop regular trend analysis of complaints at organizational level and share it with program team as per protocols.
- To assist the Program Manager in carrying out preliminary first verification report in case of serious nature of complaints filed by beneficiaries/communities and support for investigation of that types of complaints as per CFM protocol.
- Make sure that the action agreed plans and CFM action plans are followed in timely manner or not by program team.
- On quality and accountability issues, share all information (monitoring reports, CFM databases, preliminary verification reports, case studies etc.)
- Share MEAL findings & CFM issues in each monthly meeting as defined in the protocol.
- Ensure that the CFM guideline is being followed by all staffs.

#### D. Learning:

- Assist the Program Manager in developing quality reports and findings.
- Assist program team in developing quality success stories
- Generate periodic reports and share along with documents that show the key learnings from the MEAL system.
- Ensure the key learning's are incorporated in upcoming plans and interventions.

#### Others:

##### 5. Collaboration:

- Build and maintain effective relationships with entire team members of organization, colleagues, members and external partners, supporters, clusters and stakeholders.



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- Value diversity, see it as a source of competitive strength.

#### 6. Reporting:

- Produce and share MEAL monthly, quarterly, half yearly and cumulative yearly reports. Compile and share reports with the program team through proper channels.
- Ensure that all the data related to MEAL action Plan trackers & CFM database are recorded and updated in a timely manner.
- Take lead in generating quality MEAL and other project reports; progress and annual.
- Carry out dual responsibility in case of big emergency as per organizational requirement.

Any other tasks given by line manager.

#### QUALIFICATIONS

Bachelor's degree in information technology, social sciences, statistics, project management, public health, education or development studies)

#### EXPERIENCE AND SKILLS

##### Essential

- 2 years of monitoring and evaluation and/or research experience preferably with INGOs
- Trained in data management and with at least one-year experience managing Excel databases.
- Familiarity with project cycle management and frameworks.
- Experience in collection and analysis of quantitative and qualitative data.
- Commitment to and understanding of ECSS-SSUDRA vision, mission, and values.
- Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving.
- Excellent interpersonal skills and can work as part of a team.

##### Desirable

- Understanding and familiarity of value money concept
- Familiarity and understanding of SPSS, and the use of Open Data Kits (Kobo)
- Understanding of protection and gender mainstreaming, inclusive programming
- Experience in advocacy on humanitarian or related peacebuilding issues.
- Understanding of partnership approach to international development Experience in facilitation, training, and network and partner capacity building
- Working knowledge of Arabic would be an added advantage.
- Commitment to Christian faith



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### Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

### Duty station

The duty station of MEAL Officer is Juba, with frequent travels to the field and the ECSS-Internal Provinces and the ECSS-Dioceses.

### Date line

Interested candidates should send their applications and CVs, Recommendation Letter from his /her Parish Priest or Diocesan Bishop, 3 referees to the under signed contact not later than 24<sup>th</sup> May, 2024. Send your application to:

p.mulu@ecsssudra.org/maryjosephkelion@gmail.com/abolmakuei@gmail.com or hand delivered to the ECSS-SSUDRA Head Office in Juba-Hai Cinema adjutant Kenyan Embassy, behind All Saints Cathedral – Juba. Contacts: +211 925 000 302 /+211 925 881 953 **Only short-listed candidates will be contacted.**

