



SO - H-3
Approved by Senior Inspector,
MoL/RSS/HT
02/08/2022



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE has been a consistent presence in the country over the past four decades delivering relevant services, strengthening strong relationships with local communities, while remaining impartial. CARE's mandate 'fighting Poverty, defending dignity' and our explicit focus on women and girls compel us to continue our work in South Sudan. Our interventions start at community level where we respond to emergencies, build peace, and strengthen resilience. Together with our partners, we:

- . Address needs and vulnerabilities in emergencies
- . Empower women and girls to achieve a more inclusive South Sudan.

Position:	MEAL Coordinator
Department:	Programs
Location:	Juba
Reports to:	N/A
Provides supervision to:	N/A

Job Summary

The MEAL coordinator oversees the MEAL function of the CARE South Sudan CO. This includes ensuring the effective design and implementation of the CO's M&E Strategy that is in line with CARE's policies and practices; development of an M&E plan and activities sets appropriate monitoring and evaluation requirements for CARE's projects and programmes, and assumes overall responsibility for M&E related data collection, collation, analysis and reporting (internal and external). The MEAL Coordinator ensures that objective evaluations are managed to assess the CARE programme and project relevance, effectiveness, efficiency, impact and sustainability of results and that evaluations are carried out in a credible and systematic manner with lessons and recommendations used for programme/project design.

The MEAL Coordinator liaises closely with headquarters and other CMPs to ensure compliance with MEAL requirements. This position works closely with the Programme and Programme Support Teams in the CO. He/she will also be responsible for the CO's Accountability Mechanism. He/she plays an important role in the project to programme shift and in quality assurance.



Working or volunteering on behalf of CARE often means holding a position of power and trust. CARE has a zero-tolerance approach toward any kind of abuse, exploitation or harassment. We expect all staff, volunteers, partners, interns and consultants to conduct themselves in a way that defends the dignity and respect of every individual. We are all expected to follow the CARE Core Values, which can be found at care.org/about/mission-vision.

Transformation | Integrity | Diversity | Excellence | Equality

Responsibilities and Tasks

Job Responsibility #1 (20%): PROGRAMME DESIGN

- Support CARE Programmes in the development of its multi-year strategies and project to programme shift based on best practices.
- Provide support at the design stage of programmes/projects for setting up theories of change/logical frameworks with defined indicators to facilitate the monitoring and evaluation at the later stages.
- Support the development of project proposals, particularly performance monitoring plans and M&E sections.
- Provide evaluation feedback into policy/project/programme design, including comments on various documents and regularly monitor project risks.

Job Responsibility #2 (25%): MONITORING:

- Direct responsibility for planning, management and oversight of thematic, country programme/projects, and other types of evaluations conducted in the Country Office.
- Implement quality assurance and monitoring systems to enable innovative ways of conducting monitoring that meet the requirements of the context (where needed remote/third party monitoring) and facilitates evaluation.
- Develop and manage a Data Management System and dashboards (in partnership with identified supplier or/and Project MEAL staff), to track performance of indicators and outcomes for programmes.
- Provide support to the Programme team and partners on ways to improve M&E related components and activities.

Job Responsibility #3 (15 %): EVALUATION AND RESEARCH

- Act as focal point for implementation of M&E and research assignments, method and tools, as may be necessary.
- Organize, coordinate and lead evaluation missions for projects, sectoral and thematic evaluations, including desk evaluations/studies on selected sectors/themes.
- Serve as resource on evaluation policies, procedures and practices to project managers, partners and others as required.
- Follow up on implementation of evaluation recommendations; ensuring the optimal use of evaluations by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication plan.
- Organize, design, plan and carry out the collection, evaluation, analysis, compilation and dissemination of statistical data.
- Assess indicators and systems to measure results and impact of CARE activities and processes to produce evidence-based reports.
- Monitor the implementation of previous audit recommendations and assist managers in developing follow-up system to provide assurance that all audit recommendations are complied with.

Job Responsibility #4 (20%): ACCOUNTABILITY AND REPORTING



- Act as focal point for implementation of M&E and research assignments, method and tools, as may be necessary.
- Organize, coordinate and lead evaluation missions for projects, sectoral and thematic evaluations, including desk evaluations/studies on selected sectors/themes.
- Serve as resource on evaluation policies, procedures and practices to project managers, partners and others as required.
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Job Responsibility #5 (20%): LEARNING / KNOWLEDGE SHARING AND TRAINING

- Design/adapt a CO MIS system and compile and disseminate information extracted from all available project/programmes information management systems in the CO to Senior Management and other stakeholders as needed.
- Identify and formulate evaluation findings and studies/research, lessons learned and recommendations to be integrated into broader knowledge management efforts and draft them for wider dissemination.
- Develop and ensure effective implementation of a Knowledge Management and Learning Strategy for the CO.
- Organize and conduct of results-oriented monitoring and evaluation trainings (including quantitative and qualitative data collection methods) in the Country Office and for partners where relevant.
- Develop, conduct and support a functioning CO M&E theme group, to ensure common understanding and coherent implementation of the M&E system and to improve or develop performance indicators, set baselines and targets at output and outcome level.
- Participate in “communities of practice” to remain abreast of latest development and professional norms, standards, tools and methodologies and disseminating knowledge on knowledge management, monitoring, and evaluation tools and systems.
- Supervise a Knowledge Management Assistant and coach him/her into the broader knowledge management efforts.

Qualifications; Education/Knowledge/Technical Skills And Experience

Education/Training

- Advanced degree focusing on economics, statistics, sociology, or relevant field.
- Advanced quantitative or qualitative analysis diploma/training.
- A master’s degree or equivalent in International Relations, Political Science, Economics or related field, and strong data analysis training

Required



- At least 5 years of operational MEAL experience at national and international levels in international development;
- Proven experience and skills in quantitative and qualitative/participatory research methods and analysis and linking planning to M&E through results based approaches;
- Demonstrated experience with designing logical frameworks/ theory of change (TOC), designing M&E systems, outcome measurement using qualitative and quantitative approaches;
- Experience in designing and writing reports and proposals for donors;
- Experience in rendering M&E results using different media/C4D tools.
- Excellent communication, training/facilitation skills, preferably in data collection methods and tools, and M&E;
- Strong organizational and interpersonal skills;
- Advanced computer skills including the use of statistical analysis software (SPSS, STATA, Excel);
- Fluent in oral and written English and excellent writing skills;
- Ability to work in a challenging environment, under high pressure and ability to cope with tight deadlines;
- Ability to work both independently and corroboratively as part of a team



Desired

- Work experience in the emergencies/fragile contexts a strong advantage. Expertise in M&E methodologies applied to interventions in humanitarian contexts. This should include experience in remote monitoring. Experience in conflict sensitive planning an advantage. Use of qualitative data analysis

HOW TO APPLY

The position will be based in Juba. This position is ONLY open to South Sudanese Nationals.

Opening Date **2nd August 2022** and Closing date CARE South Sudan receiving application will be **18th August 2022**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan, or CARE Wau Field Office.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

