



IMA WORLD HEALTH

ADVERTISEMENT

Post Title: MEAL Officer– Non Relocatable

Number of Vacancies: 01 (one)

Duty Station: Bor Town

Contract length: 1st November to 31st December 2022 renewable

Reports to: Project Manager

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

POSITION DESCRIPTION

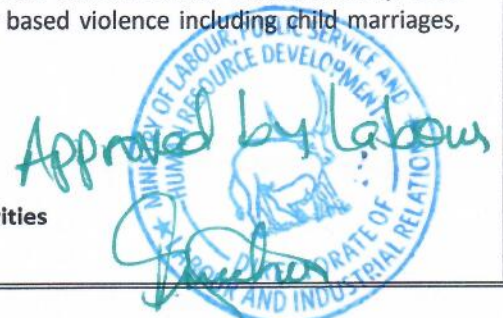
The MEAL Officer will work closely with IMA UNFPA team to ensure the efficient, effective, and timely delivery of the UNFPA-funded project, in line with UNFPA country programme results. More specifically, the MEAL Officer is responsible for establishing and maintaining a practical system for monitoring and evaluation of the entire UNFPA portfolio, including the Human Resources for Sexual Reproductive Health and Gender-based Violence "HR4SRH&GBV Programme" and UNFPA regular emergency Sexual Reproductive Health and Gender in emergencies, and Youth participation in leadership, SRH/GBVIE and CES/Youth programmes.

The MEAL Officer will work in an integrated manner with the programme and technical staff in IMA and partner organizations to ensure the use of results-based indicators, project data collection and analysis to inform programming and readjustment processes.

In addition, the MEAL Officer will play a critical role in IMA's on-going efforts to improve MEAL using the internal 3D data management system, as well as working to achieve a transformative result with three zeros in South Sudan, namely: zero preventable maternal deaths, zero unmet needs of family planning and zero gender based violence including child marriages, particularly by ensuring better integrated and coordinated programme delivery.

KEY RESPONSIBILITIES:

Implementation of Programme, Monitoring, Evaluation, Learning and Reporting Activities



11/10/2022

- Support the effective implementation of the UNFPA-funded project's annual work plans with focus on results monitoring, objective hierarchy, indicators and monitoring mechanisms, tools, and procedures.
- Support the preparation of projects MEAL plan capturing qualitative and quantitative aspects according to the annual work plans.
- Contribute to the design and set out the framework and procedures for the monitoring and evaluation of project activities, with implementing partners, programme teams and the UNFPA project team leader.
- Ensure that activities/events needed for monitoring are scheduled and responsibilities assigned.
- Collect monitoring evidence that the results are being produced as intended and are efficient, including on disability inclusion.
- Support UNFPA project staff and implementing partners in preparing their data collection and reports.
- Utilize the MEAL information system, updating the projects, activities, and indicators on a routine basis.

Analysis and Reporting of Monitoring and Evaluation activities

- Support the UNFPA Project Manager and teams with data management and identify project issues and prompt corrective actions to enhance the achievement of results.
- Collect data from the relevant project stakeholders including persons with disabilities organizations, youth, women, etc. and conduct data analysis to measure performance against the indicators and targets.
- Support the development and testing of MEAL methods, tools, DHIS2, and assist in the implementation of recommendations to improve the efficiency of current monitoring systems.
- Assist in the development and update of projects MEAL framework and matrix ensuring gender, age and disability segregation across all the UNFPA project core areas of work: SRH, GBV, early childhood marriage/harmful practices, and data collection/analysis.
- Review monitoring reports, analyse them for quality, completeness, impact evaluation and identify the causes of potential bottlenecks in project implementation.
- Draft regular MEAL programme reports and assist the programme reviews and evaluations.
- Prepare consolidated progress reports on MEAL findings for project management to submit to M&E Specialist, in accordance with approved reporting formats and timing
- Lead in the analysis (and visualization) of project data to present clear and concise reports for IMA, stakeholders, and donors.

REQUIREMENTS

Minimum Qualification required:

- Bachelor's degree or advanced Diploma in M&E, statistics, economics, demography, social science, or any related subject matter.

Technical Skills & Abilities:

- A minimum of 3 years of relevant work experience in MEAL and experience working in SRH/GBV, protection, women's empowerment, research and capacity building and health systems strengthening programming.
- Experience in designing and rolling out MEAL tools, including: participatory assessment, surveys, monitoring and evaluation frameworks, training and facilitation, data processing and analysis.
- Willingness to undertake regular field visits to remote locations for periods of 1+ weeks.
- Computer and information technology literacy, including demonstrated expertise in Microsoft Excel and Word, online reporting and matrix/ result-based programming. Preferred experience with data analysis software, including SPSS, STATA, NVivo, etc.
- Fluent in English and Arabic. Knowledge of local language preferred.
- Demonstrated experience in implementing beneficiary complaint and feedback mechanisms.

Competencies

- Essential Monitoring of project performance
- Capacity building
- Learning management
- Good communication and interpersonal skills, and the ability to work in a team
- Willingness to support IMA's mission and other IMA South Sudan projects, as needed.
- Delivering Results
- Planning and Decision making
- Creativity and Innovation

Desirable

- Knowledge of DHIS2

- Ability to set up responsive MEAL Systems in resource poor setting

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivered to IMA Bor Office at State Ministry of health premises . Deadline for submission is **Thursday October 27, 2022, by 5 pm South Sudan Local time.**

We will be reviewing applications on a rolling basis, so please apply at your earliest convenience through the above email contact. These positions are based in various locations as mentioned above.

Include Name of the position and location in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

Approved by *Labour*
Janechet
11/10/2022

