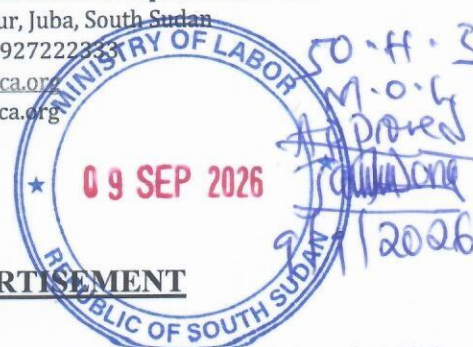




INTERNAL AND EXTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a South Sudanese National NGO established in 2008, legally registered by Relief and Rehabilitation Commission (RRC) under Reg. No. 137. HDC vision is to empower communities. HDC delivers high-quality programming targeting women, children, and other persons of concern affected by the crises and climate shocks across South Sudan. HDC is implementing a four years' strategic plan with five program pillars; i.e. *Protection, Gender & Inclusion; Peacebuilding and Justice; Food Security and livelihoods; Public & Reproductive Health and Education*. HDC has operational presence across four (4) states (Upper Nile, Jonglei, Central Equatoria, Lakes) and two (2) administrative areas (Greater Pibor & Ruweng) in South Sudan, working with a dedicated staff and volunteers.

HDC with funding from War Child Alliance (WCA) will implement Play Matters 3.0 program-Learning through Play to Improve Teaching, Learning, and Wellbeing in Humanitarian Settings in Renk County, Upper Nile State. This 12 months Initiative will equip teachers to integrate interactive, play-based approaches into the national curriculum, enhancing basic reading and classroom engagement, particularly in overcrowded settings. The project will deliver comprehensive psychosocial support to children affected by displacement, conflict, and regional instability. Teachers will be trained to use affordable, structured, playful tools that require minimal materials, ensuring continuity even in resource-limited environments. Ongoing professional development will focus on child-centered, playful pedagogy for educators and school leaders. Learning environments will be adapted to be safe and inclusive for girls, children with disabilities, and youth who have missed out on schooling. The initiative will also strengthen collaboration with parent-teacher associations (PTAs) and local school management committees.

Purpose

The purpose is to lead on ensuring quality delivery and accountability of our work. The MEAL officer will bring significant experience and fresh ideas to lead on MEAL systems implementation, reviews and evaluations, MEAL budgeting, as well as support proposal development and reporting. Ensure project MEAL systems are designed and functionalized, data collection tools are developed, and that beneficiaries' database and indicators tracking tables are completed and correctly used by project staff.

S/he will participate in all MEAL processes like surveys, baselines, evaluations, success stories, and learning workshops, events and reporting.

S/he will also lead the knowledge management and support business development together with thematic managers to ensure projects are designed based on data, information and evidence. The MEAL officer will also ensure that appropriate feedback and response mechanisms are established for projects and functionalized across the organization.

The incumbent will take lead in rolling out HDC's digital M&E System (TolaData) across all the area programmes and lead the dashboard reporting for donors/ partners and decision making.





HUMANITARIAN & DEVELOPMENT CONSORTIUM

We empower the communities

Humanitarian and Development Consortium

Hai Jebel Kujur, Juba, South Sudan

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www.hdcafrica.org

S/he will train other staff and target communities across the organization. It is in this framework, that HDC is to recruit;

JOB TITLE:	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer (1)	Duty station	Renk County
REPORTS TO:	Senior M&E Officer		
CONTRACT PERIOD:	Ten (10) months	TYPE:	Full-time
OPENING DATE:	9 th September, 2026		
DEADLINE OF SUBMISSION:	29 th September, 2026		
NATIONALITY:	South Sudanese		
STATUS:	Non-Relocatable		

Duties and Responsibilities

Programme/ Project planning and Assessments

- ❖ Support the development of project MEAL plans and tools for data collection and reporting
- ❖ Coordinate and lead all planned project field-level assessments including baseline surveys, market assessments, evaluations and reviews
- ❖ Ensure proper documentation of all MEAL processes and outcomes (tools, guidelines, datasheets, Kobo_dataforms, analysis worksheets, reports)

Monitoring & Evaluation

- ❖ Produce monitoring checklists and conduct field process monitoring, quality assessments, and data validation, and provide feedback and recommendations for timely improvement
- ❖ Work with project staff to ensure quality programming and adherence to minimum MEAL standards
- ❖ Conduct data verification and data quality checks for information entered into any project database and reports
- ❖ Ensure that MEAL plans include a periodic process for planned learning reviews and reflection from assessments, field monitoring to ensure quality project delivery
- ❖ Track and provide feedback on achievements of key performance indicators

Accountability and Capacity building

- ❖ Together with the programme teams, undertake accountability activities including the development and use of project information sharing material with target communities
- ❖ Set up and manage contextualized feedback and response mechanisms, systems that will ensure that beneficiaries' feedback are logged and addressed in professional and timely manner



- ❖ Train staff in MEAL processes such as assessments, data collection tools, accountability, reviews and digital platforms
- ❖ Conduct training of target community structures on community-based monitoring such as training on complaints and feedback mechanisms

Information Management and Reporting

- ❖ Track reporting deadlines for MEAL activities and ensure these are timely submitted to project officers to facilitate reporting
- ❖ Timely consolidate the monthly indicator tracking table from the different project locations
- ❖ Review progress and technical reports and provide MEAL inputs, feedback and recommendations
- ❖ Work with other project officers to document success stories, lessons learned and case studies
- ❖ Regularly update project beneficiaries' database and indicators tracking tables
- ❖ Support the coordination of project review meetings to facilitate learning with project participants and partners
- ❖ Ensure that the mobile data collection tablets are updated regularly and data synchronized to the server
- ❖ Ensure that highly quality analysis reports which illustrate project impact and assessment findings are produced, including evidence of good practice and replicable programmes and that they are communicated at appropriate events
- ❖ Manage and update the institutional risk register and reporting in full compliance with risk related standards in areas such as Safeguarding, Complaints and feedback, and communication

Main Responsibilities

- ❖ Programme/ Project planning and Assessments
- ❖ Monitoring & Evaluation
- ❖ Accountability and Capacity building
- ❖ Information Management and Reporting

Communications and Working Relationships:

- ❖ Maintain a professional working relationship with HDC partner staff - Technical Advisors, MERL Coordinator/ Manager and Project Managers/Coordinator

Professional Qualifications and Experience:

- ❖ Bachelor's Degree in Social Science, Agricultural Economics, Statistics including 5 years' of MEAL work experience with Humanitarian organization
- ❖ Proven technical skills in Monitoring, Evaluation and experience including in qualitative and quantitative data collection and analysis including Research methodologies
- ❖ Excellent computer knowledge in Words, Excel, PowerPoint including statistical software – Stata, NOVA, SPSS etc.
- ❖ Capacity building experience in project monitoring, safeguarding and Accountability to Affected Persons

- ❖ Demonstrated skills and experience in report writing, donor compliance and budget management

Personal Skills

- ❖ Good relationships management skills and the ability to work closely with different teams, local authorities and HDC donors/ partners
- ❖ Proactive, results oriented and service oriented
- ❖ Attention to details, accuracy, and timeliness in executing assignments
- ❖ Strong interpersonal, intercultural and communication skills
- ❖ Fluency in English and Arabic is a requirement
- ❖ Good problem-solving skills, diplomatic and self-directed

INTERESTED AND QUALIFIED APPLICANTS:

Interested and qualified applicants can submit their application letters including a CV in English, copies of Nationality and academic qualification documents, The CV should contain phone and email contacts details of at least three professional references (At least one should be a direct supervisor) to submitted to **HDC Office in Renk County** or email: hdcrecruitment@hdcafrica.org **before 5:00 PM, 29th September, 2026**. On an envelope or subject line, indicate clearly the position you are applying for. Example: **Application for the position of MEAL Officer**

Note: *Only shortlisted candidates will be contacted and original documents will be required by the panel during the interview.*

Safeguarding & Gender Equality-HDC is committed to safeguarding and promoting involvement and participation of communities it serves. The Project Coordinator-Education must actively promote gender equity and inclusion, and uphold the highest standards of ethical and professional conduct in all activities.

NB: Humanitarian and Development Consortium (HDC) has zero tolerance for Sexual Exploitation and Abuse (PSEA) and adhere to safeguarding policy and code of conduct that is enshrined in the prevention of Sexual Exploitation and Abuse (PSEA) which is a mandatory to all the staff employed by HDC.

HDC is an equal opportunity employer and promote gender equality, inclusive, diversity and strongly encourage Female candidates to apply.

NB: Due to the urgent need to fill the position, HDC recruitment team will continually review the applications upon submission, conduct the interviews and possibly select the suitable candidate even before the deadline. If interested, kindly submit your application as soon as possible.