



Telephone:
+211915547917
+211929364531

HOPE RESTORATION (HR)

Email:
recruitment@hoperecovery.org hr@hopesouthsudan.org

Physical Address: Munuki Bar
(C) No Plot 349
Opposite Anitpas Pharmacy



50-H-3
Approved by
Inspector of Labour
3/4/2026

Job Advertisement

Hope Restoration South Sudan (HRSS) is a national non-governmental organization committed to improving the livelihoods, resilience, and well-being of vulnerable populations across South Sudan. HRSS works closely with communities, government institutions, and development partners to deliver integrated humanitarian and development programs.

With funding from the World Food Programme (WFP), HRSS in Partnership with Mercy Corps is implementing a Food Security, Nutrition, and Resilient Livelihoods Project in Leer and Mayendit Counties. The project combines General Food Distribution (GFD), Blanket Supplementary Feeding Programme (BSFP), and Early Recovery Activities (ERA) with a strong focus on market systems strengthening, financial inclusion, and climate-resilient livelihoods.

Vision statement

“A society where there are respect, justice and people enjoy dignified lives”

Mission statement

“Hope restoration exist to secure livelihoods and security of communities and to realize equity and equality of individuals and communities in South Sudan while empowering women and girls through community driven programs

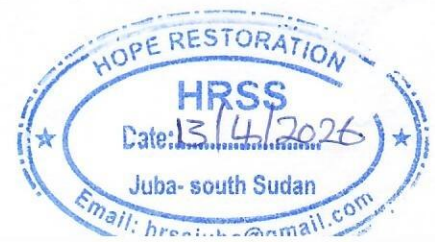
PURPOSE OF THE POSITION

The MEAL Assistant supports the design and implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) systems for the project in Leer and Mayendit.

The role is responsible for data collection, verification, analysis, reporting, and accountability mechanisms, ensuring that project performance is tracked effectively and that feedback from beneficiaries is integrated into programming.

The MEAL Assistant plays a key role in ensuring data quality, evidence-based decision-making, and accountability to affected populations

Job Grade:	H3
Job Title:	MEAL Assistant
Location	Leer County, Unity State, South Sudan (with oversight of Mayiendit,
Organizational Department:	Programs



Report to:	Program Coordinator
Receives reports from:	Data Collectors, Enumerators
Starting Date of application:	13 April 2026
Dateline of application:	30th April 2026
Contract Duration:	4.5 months (15 April – 31 August 2026)

GENERAL DUTIES

- Ensure adherence to HRSS MEAL policies, tools, and guidelines
- Support accountability, transparency, and ethical data collection practices
- Maintain confidentiality and integrity of data
- Collaborate with Programs, Logistics, and Finance teams
- Promote accountability to affected populations
- Perform any other duties assigned by the supervisor

SPECIFIC DUTIES

1. Monitoring and Data Collection

- Support implementation of **monitoring plans and frameworks**
- Conduct regular field monitoring visits to project sites in Leer and Mayendit
- Collect data on:

Food distributions (GFD, BSFP)

- livelihoods and ERA activities
- Beneficiary participation and outcomes
- Supervise and support enumerators and community-based monitors
- Ensure use of standardized data collection tools and methodologies

2. Data Management and Quality Assurance

- Ensure **accurate, timely, and complete data entry and verification**
- Conduct routine **data quality checks and validation**
- Maintain organized databases and records (both digital and hard copy)
- Clean and analyze data to identify trends and gaps
- Ensure proper documentation and data storage

3. Evaluation and Assessments

- Support implementation of:

Baseline surveys

- Post-Distribution Monitoring (PDMs)



- Outcome monitoring and endline evaluations
- Assist in tool development, sampling, and field data collection
- Participate in data analysis and report writing

4. Accountability to Affected Populations (AAP)

- Support establishment and management of **Feedback and Complaint Response Mechanisms (FCRM)**
- Collect, document, and track beneficiary feedback and complaints
- Ensure complaints are referred and addressed appropriately
- Promote awareness of feedback mechanisms among communities
- Analyze feedback data to inform program improvements

5. Learning and Reporting

- Support preparation of:
 - Weekly and monthly MEAL reports
 - Distribution monitoring reports
 - Indicator tracking reports
 - Document **lessons learned, success stories, and best practices**
 - Support dissemination of findings to program teams for adaptive management

6. Coordination and Collaboration

- Work closely with:
 - Program teams to align monitoring with implementation
 - Logistics for distribution tracking
 - Protection and Gender teams for inclusive data collection
 - Participate in internal coordination meetings
 - Support donor and partner monitoring visits

7. Capacity Building

- Train and mentor enumerators and field staff on:
 - Data collection tools
 - Ethical data collection practices
 - Accountability mechanisms
 - Support building staff capacity on MEAL concepts and tools

RELATIONSHIPS

Internal:

- Program Coordinator
- MEAL Officer / Head of MEAL



- Program, Logistics, Finance, HR teams
- Field staff and volunteers

External:

- World Food Programme (WFP)
- Mercy Corps
- Community leaders and beneficiary groups
- Other implementing partners

SKILLS, KNOWLEDGE, AND EXPERIENCE

- Diploma or Bachelor's degree in **Statistics, Economics, Development Studies, Social Sciences, or related field**
- Minimum **2–4 years of experience in monitoring and evaluation or MEAL in humanitarian or development programs**
- Experience in **data collection, analysis, and reporting**
- Familiarity with **WFP or food security program monitoring tools (e.g., PDMs)**
- Strong skills in **Microsoft Excel and data management tools** (knowledge of mobile data collection tools like Kobo/ODK is an added advantage)
- Strong attention to detail and analytical skills
- Good communication and reporting skills
- Ability to work in challenging field environments
- Fluency in English; knowledge of local languages and Arabic is an added advantage
- Women are encouraged to apply.

How to Apply

- Interested candidates should submit:
- A cover letter outlining suitability for the role
- A current CV

Applications should be sent to recruitment@hoperestorationsouthsudan.org or hard copy hand delivered to Hope Restoration South Sudan Juba Head Office / HRSS Field Office Unity State (Leer, or Mayendit) the deadline for submission is 30th /04/2026

Note: Applications sent after the deadline will not be considered

NB. Due to urgency of the position, applications will be reviewed on a rolling basis and the position may be filled before the deadline, if a suitable candidate is identified. Interested applicants are encouraged to apply early.

Note.

Hope Restoration Has Zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of



Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause

