



CARE SOUTH SUDAN

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.

Position:	Roving MEAL Officer
Department:	Program
Location:	Bor and Torit
Reports to:	Project Manager
Advert status:	External Advert

JOB SUMMARY

Provide MEAL support in ensuring quality MEAL systems, plans and implementation are in place. Conduct routine data collection, analysis & reporting, Accountability, periodic evaluations, Surveys & Assessment in collaboration with the MEAL Manager. The Roving MEAL officer will contribute to strengthening CARE's practice of evidence-based learning and programming and successful delivery of the Women Voices and Leadership Programme in South Sudan. The Roving MEAL Officer will support and build the capacity of the Women's Rights Organizations from Central Equatoria, Jonglei, Eastern Equatoria and Unity states to implement their MEAL related activities and initiatives, strengthen their capacity to promote and defend rights, and empower South Sudan women and girls: This includes designing or improving on MEAL plans and systems to monitor, evaluate, and learn for all project implementation processes and their impacts.

Data and information management

- Databases: ensure project data basis are kept up to date including an excel based indicator table by conducting periodic data audits for accuracy, quality and consistency
- Ensure the implementation/compliance of monitoring systems to systematically track project activities and their alignment with project outcomes.
- Carry out quality assurance and quality control, update in relevant databases, shared with relevant teams and saved in the server of CARE for future references
- Ensure all programme documents are loaded up to date in the server; follow up with programme team and partners to ensure all reports, program related documents are in the appropriate filing system
- Work with the project officers and programme to ensure all reports are timely submitted and ensuring reports are reviewed and submitted to cluster and upload the reviewed report into the server...

Programme Monitoring and Reporting

- Support synthesis and dissemination of routine programme data and analysis of trends.
- Review monthly, quarterly, midterm, and final project reports and ensuring that necessary corrections have been done by the programme staff.



- Support the roll-out of monthly monitoring tools for new programme activities Support to the creation and maintenance of M&E Frameworks/tools.
- Build the capacity of partners on MEAL related activities through mentoring the project team and identified partner grassroots women's organizational staff.
- Develop or advise on monitoring tools and methods for CARE and partners.
- Report/alert to project manager on regular basis on any anticipated programme/project issues; risks; implementation status, and any emerging opportunities and threats to the project implementation.
- Support synthesis and dissemination of routine programme data and analysis of trends.
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- Monitor the process on selection criteria and ensure compliance to selection criteria.

Learning

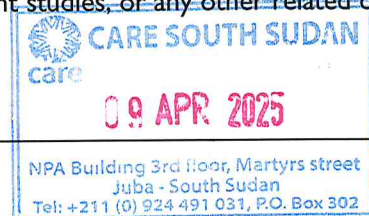
- Work with the project manager, team and partners in the preparation and dissemination of high-quality reports and program documentation/learning peer organizations, government agencies, and donors.
- Use the M&E data generated from the programme, support the Communications and Advocacy coordinator to deliver on evidenced-based influencing and communications.
- Support project staff in developing strong organizational relationships with partner organizations with the Women Voices and Leadership Project in South Sudan. Share project lessons best practices with project staffs and partners.
- Participate in country programme activities, e.g. the preparation of annual implementation plans, mid-term reviews, learning workshops. Support in revising of data collection tools and reporting templates as needed to reflect the continually changing reporting requirements.

Sub-grantee Management, Implementation of Accountability to affected people, Evaluations, Surveys and Assessment

- Participate in capacity assessment of new sub grantees and partners.
- Perform capacity building for sub grantees on M&E as per the agreed Capacity building plan.
- Review Partners/sub grantee's project report and verify the completeness of the data submitted.
- Participate in the compliance meetings - on a quarterly basis and as needed - to deliberate and make decisions pertaining to partners
- Support the overall process of Surveys and Assessment including data collection among all programme sectors, advising, supporting and helping practically as necessary including support to planning, logistics, participant selection, designing questions and selection and training of enumerators.
- Conduct a 'lessons learnt' assessment following each survey documenting key areas for improvement, ensure findings are used to improve the process of the next survey and create recommendations for programmes.
- Disseminate reports to all relevant partners once verified and approved for distribution.
- Carry out team meetings in all field locations to fully feedback the results of the survey to CARE staff.
- Carry out community meetings in all field sites to feedback results to community members.
- Communicate to programme sectors on upcoming surveys Tracking progress of surveys recommendations

Required Qualifications

- Bachelor's degree in economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.



- Minimum 4-7 years working experience with demonstrated practical skills in M&E of humanitarian or development funded projects.
- Previous experience with DHIS, NIS, ENA, Epi Info, SPSS, Excel preferred, familiarity with basic computer packages essential.
- Previous experience supporting Gender and Protection related programming is an added advantage. Strong knowledge of a range of M&E tools for data analysis including ability to develop effective measures against targets.
- Proven report writing skills in English (required) with basic understanding of statistical analysis. Strong interpersonal skills with ability to work effectively within a multi-cultural team environment.
- Excellent analytical skills in English; knowledge of Arabic is an added advantage. Enthusiastic, flexible with ability to work long hours in remote/insecure contexts as needed.

Desirable:

- Knowledge/understanding of gender equality, community-driven leadership/governance within Central Equatoria/Jonglei/Eastern Equatoria/Unity State
- Good coordination/communication/community facilitation skills.
- Influencing/negotiation skills with capacity for flexibility/tenacity as needed.
- Good information management skills written/verbal communication skills in English required.
- Flexible work attitude; ability to manage multiple priorities while respecting diversity values.
- Must be comfortable with significant travel within Eastern Equatoria/Jonglei regions as needed.

HOW TO APPLY

The position will be based in Bor and Torit. This position is **ONLY open to South Sudanese Nationals.**

Opening Date **9th April 2025** and Closing date CARE South Sudan receiving application will be **30th April 2025.**

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

NB:

- Applications once received are not returnable
- **Female Candidates are Highly encouraged to Apply**

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity.

