



## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Surianese for the position of MEAL Coordinator – *Based in Pibor*”.

### No. of Vacancies (1)

Job Title:	MEAL Coordinator
Tenure	11 Months (With Possibility of Extension)
Grade	D1
Department	Programs
Reports to	MEAL Specialist Technically and directly to the Project Manager
Location	Pibor

### Purpose of the Role:

The Monitoring and Evaluation coordinator will be a crucial part of project quality management team within Plan International South Sudan’s SSHF funded project. The post-holder will ensure that the SSHF funded project is effectively monitored and evaluated through established systems to ensure M&E arrangements accommodate the need for lesson learning and beneficiary accountability. Under the guidance of the MEAL, she/he will guide, advice, and support building of the capacities of field teams in these areas in order to achieve outcome/impact focused projects and compliance with Plan International South Sudan donor policies and practices. The post holder will maintain a central and systematic information management system whereby relevant project information, data and lessons are documented and communicated to inform ongoing implementation and future programming.

### Dimensions of Role:

- Develop good working relations with MEAL and program staff to ensure that MEAL remains a high priority field in development and emergency programs;

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Approved by RRC Chairperson

- Participate actively in team planning and team coordination meetings to ensure that data collection and data quality is considered in teams' activity;
- Actively contribute to induction for new staff at the field level to ensure that M&E perspectives are considered

**Key Accountabilities:**

- To support the development of a MEAL system that will be used to monitor the performance of the GFFO project as well as documenting and demonstrating outcomes and impact of project activities.
- Work with the M&E specialist and program staff to develop M&E plans, data collection and reporting tools, filing system and indicator performance tracking;
- To oversee the day-to-day management and updating of Indicator Performance Trackers and databases of the assigned project(s), introducing relevant data management systems to the field offices.
- To participate in designing and execution of specific studies, assessments and learning in coordination with M&E specialist and sector advisors/managers;
- To coordinate with program staff to create a feedback mechanism so lessons learned are incorporated into program implementation and development;
- To provide specific reports as requested by M&E, sector advisors, Project managers and Field manager according to the agreed format and schedule.
- To identify M&E and quality gaps, and actively address their causes through training, field visits, and proposals of solutions to line manager;
- To assist in data quality assurance and compliance with GFFO grants and other Plan International related reporting requirements such as SADD.
- To ensure that accountability to beneficiaries becomes a core element and success indicator for all program activities;
- To work together with M&E specialist to review current M&E practice, and assess how beneficiaries can best be involved at every stage of the programme cycle.
- To assess what information children and their caretakers would like to receive about Plan programmes, and how best / method they would prefer to receive or channel their feedback
- To design and implement appropriate feedback mechanisms that are contextual, effective, accessible and safe for beneficiaries, and ensure that feedback is recorded, reviewed and acted upon
- To manage the complaints and response mechanism in the assigned area and make sure that complaints and child rights violation are reported and addressed in a professional, confidential and timely manner;
- To increase awareness and capacity of staff on accountability through induction, training, coaching, informal support and in other ways as identified;
- Act as the Accountability/ Beneficiary feedback mechanism focal point for the GFFO project including, recording, referral and provision of feedback to beneficiaries within stipulated timelines.
- To work with field teams to ensure that beneficiaries participate at every stage of the programme cycle.
- Promote the implementation and adherence of staff to Plan International's Safeguarding Children and Young People policies by sensitizing beneficiaries on the policy, monitoring the project's adherence to the policy and receive and refer safeguarding cases that may come through the beneficiary feedback mechanism.
- Any other M&E duties as needed and required.

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#### Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

#### Dealing with Problems/Risks

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them*

The M&E needs to have capacity of solving problems arising early enough before they escalate. All solved and unsolved problems should be shared with and reported to immediate Supervisor. In the day to day management of M&E activities, post holder should make decisions as appropriate to the context and are in accordance with Plan International mission and objectives.

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds by ensuring active and full participation all stakeholders.
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organisation.
- Ability to manage competing priorities and expectations from internal and external stakeholders and remain calm and resilient in the face of pressure.

#### Communications and Working Relationships:

##### Internal:

- Reports directly to the project manager and technically to MEAL specialist
- Has indirect reporting line to the Project Manager and PIA Manager.
- Collaborates and coordinates work with field staff and others (FSL, Nutrition, Wash, EIE, CPIE etc.)
- Ensures that proper working relationship is maintained with support services (i.e. finance, logistics, HR and IT)

##### External:

- UN partners WFP, FAO, IOM, UNDP, UNICEF
- National NGO
- International NGO



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## Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

### Knowledge

Successful candidates will possess;

- University degree in Statistics, M&E, Social Sciences or related development related fields
- Minimum of 4 years of relevant working experience in post conflict /humanitarian response.
- Familiarity with project cycle and current principles/ approaches of Monitoring, Evaluation, accountability and Learning in emergency or post conflict context
- Strong knowledge of the Humanitarian Core Standards and the Sphere guidelines
- Ability and willingness to make frequent field visits to project sites and work in hardship environment
- High level of computer literacy (MS Word, Excel, Access, and Power Point) and data management,
- Proven data analysis and report writing skills
- Strong self-starter who is able to take initiative
- Commitment to Plan International aims, values and policies, including child safeguarding and data protection
- Ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-formal methods;
- Excellent interpersonal, organizational and written/verbal communication skills, including in cross-cultural settings;
- Leadership qualities and people management expertise to provide direction and effective support to a multidisciplinary and multicultural team in data collection and management;
- Excellent verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written and spoken English essential.
- An understanding of gender, people with special needs, child protection plus diverse considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme activities.

### Skills

- Strong analytical skills
- Data analysis skills with experience using SPSS and Excel data analysis packages.
- Strong skills in numeracy and database management
- Good Interpersonal skills
- Good report writing skills
- Good negotiating, facilitating and influencing skills
- Proficient computer skills
- Good Capacity building skills.
- Ability to deliver to tight deadlines



## PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

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- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

- Medium level of Contact with Children:

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

#### **Application Submission Details:**

All applications marked on the right hand corner of the envelope "**Application for the Position of "MONITORING AND EVALUATION COORDINATOR-PIBOR"**" should be addressed to:

The HR & OD Business Partner  
Plan International South Sudan  
Juba, Hai Jerusalem.



Applications should be submitted in hard copies to Plan International Office in PiBOR.

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OR You can send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on Monday, 24<sup>th</sup> October 2022.

**Note: Applications submitted are non-returnable.**

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