JOB ADVERTISEMENT

Title: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Organisation: Environmental Rehabilitation Programme (ERP)

Duty Station: Yambio   **Project Coverage:** Yambio and Nzara Counties

Contract Type: 1year Fixed term (renewable subject to performance and funding)

Application opens 12th February 2026. **Application deadline:** 3rd March 2026.

Reporting Lines

- **Technical Reporting:** Executive Director
- **Operational / Day-to-Day Coordination:** Project Manager
- **Works closely with:** Project and Peacebuilding Officer, Finance & Administration Officer, Community Peace Promoters, and partners.

1   ORGANISATIONAL BACKGROUND

The Environmental Rehabilitation Programme (ERP) is a national South Sudanese NGO founded in 2007 and registered with the Relief and Rehabilitation Commission (RRC), No. 285. ERP envisions an inclusive and peaceful society free from hunger, injustice, and environmental degradation. Working alongside communities, ERP empowers women, youth, and vulnerable groups to build sustainable livelihoods, strengthen social cohesion, and protect natural resources. Through integrated programming in peacebuilding, food security, protection, and environmental management, ERP delivers locally driven, ethical, and professional solutions. Guided by integrity, Do No Harm, and safeguarding principles, ERP builds resilience, restores dignity, and contributes to lasting peace and sustainable development in South Sudan.

2   POSITION OBJECTIVE

The MEAL Officer is responsible for designing, coordinating, and enforcing robust MEAL systems that ensure project performance, quality delivery, accountability to communities, and evidence-based learning. Reporting technically to the Executive Director, the MEAL Officer provides independent oversight of project results, supports management decision-making, ensures donor compliance, and strengthens organisational learning and accountability.

3   KEY ROLES AND RESPONSIBILITIES

3.1   MEAL SYSTEM DESIGN & RESULTS-BASED MANAGEMENT
- Design and maintain comprehensive MEAL frameworks aligned with project logframes, indicators, and donor requirements.
- Ensure the use of results-based management (RBM) across all project phases.

- Develop indicator tracking tools, data collection plans, and reporting templates.
- Ensure baseline, midline, and endline assessments are conducted to the required quality standards.
- Support integration of conflict sensitivity and Do No Harm principles into MEAL systems.

3.2 MONITORING, DATA QUALITY & PERFORMANCE TRACKING
- Lead routine monitoring of project activities, outputs, outcomes, and results.
- Conduct regular field monitoring visits to verify implementation quality and results.
- Ensure data accuracy, completeness, timeliness, and reliability through data quality assurance (DQA) processes.
- Maintain secure and well-organised project databases and records.
- Flag performance gaps, risks, and trends to management and recommend corrective actions.

3.3 EVALUATION & LEARNING
- Coordinate internal reviews, evaluations, and learning exercises.
- Support external evaluations, audits, and assessments as required by donors.
- Lead after-action reviews, reflection sessions, and learning workshops.
- Document lessons learned, best practices, and evidence-based recommendations.
- Promote adaptive management and continuous improvement across ERP programs.

3.4 ACCOUNTABILITY TO AFFECTED POPULATIONS (AAP)
- Design, establish, and monitor community feedback and complaint response mechanisms (CFRMs).
- Ensure feedback is collected safely, confidentially, and inclusively.
- Track response timelines and ensure issues are escalated and addressed appropriately.
- Promote community participation, transparency, and downward accountability.
- Integrate community feedback into project learning and decision-making.

3.5 REPORTING & KNOWLEDGE MANAGEMENT
- Lead or support the preparation of high-quality MEAL inputs for donor reports.
- Produce analytical MEAL reports, dashboards, and performance summaries.
- Support development of case studies, outcome stories, and evidence for visibility and learning.
- Ensure documentation meets donor, audit, and organisational standards.

3.6 CAPACITY BUILDING & TECHNICAL SUPPORT
- Build the MEAL capacity of project staff, peace promoters, and partners.
- Train teams on data collection tools, indicator definitions, and reporting standards.
- Provide ongoing technical coaching and quality assurance support.
- Strengthening MEAL culture across ERP through mentoring and guidance.

3.7 COMPLIANCE, ETHICS & SAFEGUARDING
- Ensure MEAL processes comply with donor requirements, ERP policies, and ethical standards.
- Ensure safe, confidential, and ethical data collection, particularly for sensitive topics.
- Integrate safeguarding, PSEA, and protection considerations into MEAL systems.
- Report and escalate data integrity concerns, safeguarding risks, or misconduct in line with ERP procedures.

4   AUTHORITY & INDEPENDENCE

- Maintain technical independence in monitoring, analysis, and reporting.
- Provide objective, evidence-based findings directly to the Executive Director.
- Escalate serious quality, compliance, or accountability concerns without obstruction.

## 5   REQUIRED QUALIFICATIONS & EXPERIENCE

Education

- Bachelor's degree in Monitoring & Evaluation, Statistics, Development Studies, Social Sciences, Economics, or a related field.
- Postgraduate training or certification in MEAL is a strong advantage.

Experience

- Minimum **3–5 years of professional MEAL experience** in donor-funded humanitarian or development projects.
- Proven experience designing and managing MEAL systems.
- Strong experience with baseline/endline surveys, evaluations, and data quality assurance.
- Experience working in fragile or conflict-affected settings preferred.

6   SKILLS & COMPETENCIES

- Strong analytical, quantitative, and qualitative research skills.
- High proficiency in data collection and analysis tools (e.g., Excel, Kobo, ODK).
- Excellent writing and presentation skills.
- Strong attention to detail and commitment to data quality.
- High ethical standards, integrity, and professionalism.
- Ability to work independently and influence decision-making through evidence.
- Fluency in English; local language skills are an asset.
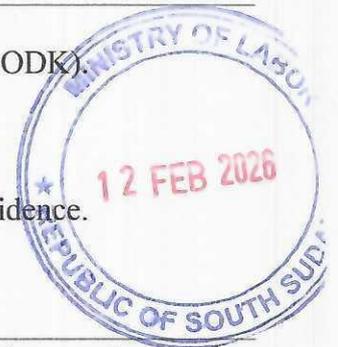
7   SAFEGUARDING & ETHICAL COMMITMENT

ERP has **zero tolerance** for sexual exploitation and abuse, harassment, fraud, and corruption. The MEAL Officer plays a critical role in ensuring accountability, ethical data practices, and protection of communities and staff.

8   HOW TO APPLY

Interested candidates should submit:

- A detailed CV
- A cover letter explaining their suitability for the role
- Send your application to: erphumanresource@gmail.com
- Hard copy applications can be submitted to ERP offices located in Rock City-Juba, Plot No. 829, Block 4, Tel: +211922500600. Or in Maridi office located at Hai malakia-Maridi Juba road. Tel +211921720414 and in Yambio at Fauna & Flora Compound, Masiya, Yambio, South Sudan
- The deadline for application submission is **3rd March 2026**

This role is suited for a principled and experienced MEAL officer committed to ethical leadership, quality delivery, team development, and sustainable project outcomes.

WOMEN are highly encouraged to apply.