



National Relief and Development Corps  
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### JOB VACANCY ANNOUNCEMENT.

Job Title	MEAL Officer
Vacancy	01
Job location	Upper Nile, Fashoda County
Reporting directly to	Senior Program Officer
Open date	20 March/2023
Closing deadline	6 April / 2023



National Relief and Development Corps (NRDC) is a National Non-profit, Non-governmental, multi-sectoral relief and development organisation working to provide holistic services to poor and poverty-stricken communities in South Sudan. Founded in 2016, NRDC has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helps affected communities rebuild their lives.

NRDC is currently implementing Multi Sectoral projects to IDPs, HC and Returnees in Fashoda County in Upper Nile State funded by Diakonie (DKH) through DCA as the lead partner.

NRDC is looking for a qualified candidate to fill the position of MEAL Officer whose primary function is to contribute to the effectiveness and impact of the NRDC Juba office through the development and incorporation of MEAL plans, tools and methodologies. The position entails initiating and carrying out data collection, analysis, learning and reporting activities, ensuring accountability to local communities, and promoting continuous learning and improvement. The MEAL Officer also plays an active role in planning, designing, implementing, and project development.

#### Main duties;

#### Support program design & develop MEAL plans, tools and methodologies

- Carry out specific background research providing useful information for the design of new programs.
- Assist in the elaboration and refinement of Logical Frameworks and theories of change in prioritized projects.
- Facilitate the creation of MEAL plans to measure and evaluate progress and effects of programs as well as Country strategy, detailing indicators and measures, selection of appropriate data collection tools, types of analysis, learning and reporting procedures.
- Work closely with the country director and country project teams, to design appropriate data collection tools and methodologies including questionnaires, interview and focus groups' protocols and more.





- Work closely with the country director and country project teams, to design appropriate data collection tools and methodologies including questionnaires, interview and focus groups' protocols and more.
- Contribute to the advancement of NRDC's Country MEAL approach, procedures, methods and templates, engaging in NRDC's peer learning, capacity development and information exchange activities with different Donors.

### **Data collection, analysis, learning and reporting**

- Lead transparent, accurate and timely collection of data by administering surveys, conducting desk reviews, and facilitating diverse and participatory data collection activities. This includes the collection of digital data, as well as data aggregation (and reporting through ITT).
- Facilitate and carry out quantitative and qualitative data analysis, including participatory analysis exercises.
- Train data collectors and protect staff on data collection tools and reporting.
- Regularly communicate to programmatic staff intermediate findings, to discuss lessons learned and help adapt programs accordingly.
- Support the development of Weekly and Monthly Program Updates for internal and external stakeholders.
- Contribute to the compilation of Project Completion Reports and Interim Reports to donors, as per the guidance and management of the Executive Director.
- Prepare weekly/monthly schedules of monitoring and evaluation related activities.
- Support commissioning of short-term, contractual M&E evaluators and experts as required.
- Facilitate learning processes to identify gaps and needs and contribute to ongoing improvement of programming, working closely and communicating results to program teams and country management.

### **Accountability Framework & Communication with Communities**

- Under the overall responsibility of the HoP, ensure that NRDC Juba office maintains and follows an updated Accountability Framework for collecting feedback and inputs from the community. This includes responsibility for a Complaints Handling Mechanism, consistent with NRDC's complaints handling policy.
- Facilitate the incorporation of and further development of platforms and methods that promote 2-way communication with local communities – that is, regularly collecting information from and responding and providing feedback to local communities.

### **Required experience and competencies**





- Diploma in M&E, Social Science, Development Studies, Business Administration or other relevant field is a MUST. A Bachelor's degree is an advantage.
- Minimum 3 years' progressive experience in program design, monitoring and/or evaluation with an N/INGO, multi-lateral body and/or another highly relevant NGO is a MUST
- Excellent knowledge and skills working with local communities and monitoring local community projects.
- A high level of written and spoken English and Arabic is added advantage
- Advanced skills in Microsoft Office (Word, Excel, and PowerPoint)
- Skills in advanced data analysis software (e.g. SPSS) - an advantage
- Understanding of FSL, protection, Education, Health and Nutrition -related programming – an advantage

**How to apply:**

- All application should be addressed to Human Resource Officer ,National Relief and Development Corps Via to Email:hr.nrdcsouthsouthsudan@gmail.com , please send your CV (Max 4 Pages)
- Hand Delivery to: NRDC Juba Office, Thongpiny, and Kololo Road Opposite TM lion Hotel Juba-South Sudan.
- Note that CVs longer than 4 pages will not be considered
- Please use the following title as subject: CV\_Name\_MEAL Officer.
- We regret to report that only candidates eligible for an interview will be notified.

