



South Sudan



50.H.3  
Approved  
MOL  
by Inspector  
3/02/22

## VACANCY ANNOUNCEMENT

Internal/External

13 FEB 2022

**Vacancy NO:** NO- JUB-MEAL-CORD -2022-02-3-13-N  
**Job Title:** MEAL Coordinator ( 1 Position )  
**Location:** Juba Central Equatoria State & travelling to RI field Offices in South Sudan  
**Reports To:** Program Director  
**Start Date:** ASAP  
**Eligibility:** South Sudanese National Only.

### About RI:

Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way— emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

### Job Summary:

The MEAL Coordinator will bring significant experience and fresh ideas to lead on MEAL system implementation, review and evaluations, MEAL budgeting, recruitment, as well as support to proposal writing and log frame development. The post holder will ensure that all Relief International and Partner projects are supported to ensure quality, effectiveness and appropriateness of their programs. It will be important for the post-holder to capture lessons learned and communicate this information in various capacities to improve on-going and future programming. S/he will guide Relief International and Partner teams to maintain an effective monitoring system across all sectors, including the use of beneficiary feedback data, to assure the quality of interventions. The MEAL Coordinator will lead on building capacity of staff and partners on MEAL but particularly on accountability and participation, with a specific focus on children.

Ultimately, s/he will ensure that the program has evidence-based knowledge to inform the direction of the program from assessments and regular program monitoring documents. Special attention should be paid to the positive and negative impact that interventions have in communities, marginalized and disabled persons. This analysis will need to be made available to all Relief International staff and external stakeholders where appropriate.

### Major Roles and Responsibilities

The MEAL Coordinator's specific responsibilities are:

#### MEAL System Design

- Lead on the development and oversee the roll-out of an organizational MEAL system (for emergency response programs), ensuring accountability to donors and beneficiaries

### **South Sudan**

- Promote all aspects of MEAL to support the creation of an organizational culture which prioritizes quality programming
- Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported at field and capital office level
- Work closely with the programme teams to ensure that MEAL becomes an integral element of project implementation leading to enhanced quality, accountability and impact.
- Ensure that MEAL is an integral part of the programme design stage and features in all proposal development.
- Ensure that MEAL resources are included in proposal development and work creatively to secure funding from diverse sources, to ensure that MEAL is integrated in emergency and development programs in a sustainable way.

### **Internal Reporting**

- Responsible to ensure that the organization delivers on all internal M&E requirements in a timely manner and with high quality information to support program reporting as per donor contractual requirements.
- Identify and introduce new elements (systems, tools, processes) required under the MEAL system and project management/development by MEAL team members
- Receive regular field monitoring and accountability reports from MEAL Team Leads and circulate to the country office teams, ensuring that action plans are included and followed up and that SMT reviews reports regularly

### **Staff Management and Capacity Development**

- Head the mission's MEAL team; form a solid team identity within the organization and create cohesion between team members working in different geographic areas.
- Manage the MEAL team to ensure that the MEAL system operates effectively with the support and resources required and that there are clear links and reporting lines between field and capital office level and between MEAL and other program departments.
- Support the MEAL team progress on specific projects, providing management oversight on progress and problem-solving in case of challenges.
- Define expectations, provide leadership and technical support as needed so that MEAL staff are able to perform their roles as required
- Manage the performance of direct reports in the MEAL unit through performance management, coaching, mentoring, training and development.
- At the organizational level, devise and manage a MEAL training programme with the goal of increasing capacity and awareness of MEAL for all staff. Assess training needs and engage MEAL team staff to roll-out the training programme.

### **Promote Learning for Strategic Development and Decision Making**

- Ensure that data brought together and findings from across thematic and operational regions form a coherent basis for analysis of impact which promotes learning and strategy development for the whole organization.
- Lead on monitoring and improving the synergy and integration of thematic programs to enhance delivery of outstanding results for targeted communities
- Communicate top level learning / analysis reports and monitoring data to ensure that management is able to make informed decisions on a timely basis to scale up and face operational challenges

## South Sudan

### External Reporting and Representation

- Ensure external accountability to donors through the implementation of timely and quality MEAL activities leading to timely and accurate reporting
- Ensure that high quality analysis reports to illustrate Relief International's impact and assessment findings are produced, including evidence of good practice and replicable programs, and that they are communicated at appropriate events.
- Ensure that Relief International is represented at relevant Donor, inter-NGO, and government level meetings at the field level (related to MEAL) to enhance inter-agencies best practices sharing and learning

### Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect beneficiary information

#### Note:

The role of the **MEAL Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **MEAL Coordinator** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor

### Job Qualification and Minimum Requirements

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- B.A required and Master's degree preferred; academic or equivalent work experience in Statistics, Social Development or equivalent
- Minimum of 3 years working experience as MEAL Lead in complex humanitarian settings, with knowledge of integrated Health, WASH Nutrition FSL and Protection programming
- Wide experience in effective strategic level communication and coordination with national partners, central and local authorities, NGO partners, UN agencies and other relevant stakeholders
- Excellent writing and research skills and computer literacy, including previous donor report writing experience
- Demonstrated ability to coordinate complex activities, meet deadlines, and exercise sound judgment
- Demonstrated ability to work effectively as part of a team or independently
- Fluency in English and strong English writing skills are required
- Ability to work effectively in a fast-paced, stressful environment. Must be flexible, willing to perform other duties and work irregular hours
- Excellent time management skills and resourcefulness with strong attention to detail
- Excellent interpersonal, communication, public speaking, and strategic planning skill
- Demonstrable experience in capacity development
- Strong people management skills.

## South Sudan

### General Conditions

Applicant must not be person with bad record or have been convicted of Sexual Exploitation and Abuse ( PSEA), Sexual Harassment and Child abuse cases

### Systems Compliance and Improvement

- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from the program manager or Country office.



### Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct and other RI Policies are reported in accordance to the RI Reporting mechanism. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

### We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

### APPLICATION SUBMISSION CRITERIA

#### HOW TO APPLY:

Aspiring potential interested applicants should complete **RI Job application form**, which can be downloaded alongside with the advertisement

The job application form once completed, should be submitted along with motivational letter and copies of academic documents **online** clearly marked on the reference; **NO- JUB-MEAL-CORD.-2022-02-3-13-N** to [recruitments@ri.org](mailto:recruitments@ri.org) to the attention of the HR Manager

**Deadline: February 22<sup>nd</sup>, 2022. 5 pm SSD local time.**

- Females are highly encouraged to apply
- Only shortlisted applicants will be contacted

