

## Vacancy Announcement

### NETWORKING / MEAL OFFICER

**Caritas Switzerland, South Sudan**

<b>Organisation &amp; programme information</b>	<p>Caritas Switzerland (CaCH) is an International Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, CaCH implements comprehensive recovery projects to provide basic services that aim for increased resilience among the target population by improving food security and access to safe water for the beneficiaries.</p> <p>CaCH's Country Office in Torit is currently setting-up a Liaison Office in Juba, for which Caritas Switzerland is seeking a <b>Networking and MEAL Officer</b> in order to ensure a strong presence in Juba and to support the management and implementation of programs through quality monitoring, evaluation and learning systems.</p>
<b>Position</b>	Networking / MEAL Officer
<b>Reporting to</b>	Country Director
<b>Workplace</b>	Based in Juba, with regular travels to Torit and Ikwoto and possibly also other areas in South Sudan
<b>Starting date</b>	July/August 2021
<b>Duration</b>	1 year with a possibility of extension
<b>Key tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Represent Caritas Switzerland in Juba-level meetings</li> <li>• Participation in Juba-level WASH and FSL cluster meetings</li> <li>• Contact with donors and support in fundraising, in coordination with the Country Director</li> <li>• Contact and regular exchange with partner organisations and Caritas network, in coordination with the Country Director</li> <li>• General networking in Juba and scanning of new project and consortium opportunities</li> <li>• Support in drafting project proposals and submissions for calls</li> <li>• Establish and oversee a functional MEAL system for CaCH operations in South Sudan in close coordination with the project staff, the Country Director and the representatives of the Head Office</li> <li>• Support CaCH team and partner organisations in the development of project design</li> <li>• Work with project staff and partners to ensure quality programming and adherence to minimum standards as well as the mainstreaming of cross-cutting themes (Gender, Conflict Sensitivity, Protection and Disability, etc.)</li> <li>• Ensure effective monitoring through regular field visits, conducting data verification, quality assessments and reporting the findings.</li> </ul>
<b>Essential requirements &amp; qualifications</b>	<p><b>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</b></p> <p>Education:</p> <ul style="list-style-type: none"> <li>• Bachelor or Masters in International Relations / Development Work / Social Sciences or related field</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• At least 5 years of experience with international NGO work, programming, monitoring &amp; evaluation, networking, acquisition</li> </ul> <p>Language:</p> <ul style="list-style-type: none"> <li>• Fluency in both spoken and written English</li> </ul> <p><b>QUALIFICATIONS AND COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent verbal communication and professional representation skills;</li> </ul>

	<ul style="list-style-type: none"> <li>• Computer literacy in word processing, Excel, Power Point, database, spreadsheet;</li> <li>• Knowledge of the donor landscape for South Sudan;</li> <li>• Demonstrated ability in the use of quantitative and qualitative monitoring methods including questionnaire design, survey techniques and participatory approaches.</li> <li>• Demonstrated ability in Project Cycle Management and its tools (ProDoc, LogFrame, Mentoring Matrix, etc.)</li> <li>• Demonstrated ability to transfer knowledge through informal and formal training;</li> <li>• Ability to write very good quality reports in English;</li> <li>• Strong interpersonal skills and the ability to work in a team;</li> <li>• Good organizational and time management skills.</li> </ul>
	<p><b>The position is open only South Sudanese nationals</b></p> <p>Interested candidates should submit the following documents:</p> <ul style="list-style-type: none"> <li>- Motivation Letter</li> <li>- Curriculum Vitae (CV) with contact details of three referees, preferably former supervisors.</li> <li>- Copy of certificate (s)</li> </ul> <p>Applications per Email need to be sent to <a href="mailto:jadokorach@caritas.ch">jadokorach@caritas.ch</a> and cc <a href="mailto:jjekel@caritas.ch">jjekel@caritas.ch</a>; clearly stating reference: <u>Networking and MEAL Officer Caritas Switzerland</u>,</p> <p><b><i>Female candidates are highly encouraged to apply.</i></b></p>
<b>Website</b>	<a href="http://www.caritas.ch">www.caritas.ch</a>