

Job Vacancy

Join Aid Management International (JAM) now rebranded to ForAfrika is Humanitarian and Relief Organization operating in various parts of African countries. Our Projects includes feeding and agricultural programs, an orphanage and training centers in Rwanda, drilling of water wells in Eastern Cape, as well as Numerous community Development Programs in Sub-Saharan Africa.

In South Sudan JAM International is actively implementing Food for Education, Food for Assets, General Food Distribution, Food Security and Livelihood interventions and Livestock vaccination and we operate Projects in Twice East, Bentiu, Bor, Pibor, Boma, Aweil, Wunrok and Kuajok.

Job: Title: MEAL Officer (1 Position)

Reports to: Area Manager in Liaison with MEAL Manager

Location: Pibor and Boma.

Deadline: Tuesday 15th November 2022

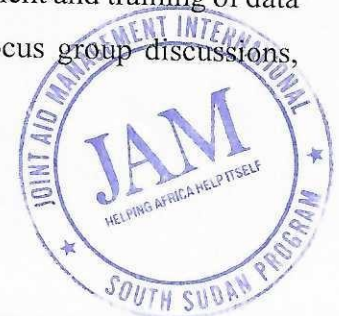


PURPOSE OF POSITION:

Reporting to the Area manager, with technical reporting to the MEAL Manager, the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer is responsible for the operationalization of the JAM MEAL system at field level. S/he contributes to activities that enhance the measurement and strengthening of JAM projects. The incumbent is responsible for all activities that support routine project monitoring, robust accountability system set up and roll out, periodic assessments, baselines and evaluations and intentional project learning.

KEY RESPONSIBILITIES:

- Participate in project(s) design, revise the project objective hierarchy and logical framework matrix (activities, processes, inputs, outputs, outcomes and impacts)
- Manage the implementation of MEAL plans throughout the project(s) life cycle, that is, lead on all field data collection and management, including recruitment and training of data collectors, data collection supervision and quality assurance. (Focus group discussions, post-distribution monitoring, surveys, observations etc.)



- Collect, manage and analyze data from routine project monitoring, using approved tools and mobile solutions (Kobo Collect) and share with relevant technical staff and the area manager.
- Produce MEAL reports as per MEAL plan(s)/ reporting schedule and in accordance with approved projects' reporting formats.
- Develop and manage an updated database and information management system for programme indicators and monitoring activities;
- Participate and represent JAM in joint MEAL related activities (cluster, consortium, inter agency etc) at field level.
- Attend relevant sectoral coordination meetings to identify opportunities for integration of data collection activities, harmonization, secondary information sources etc.
- Follow up and respond to complainants no matter how they are received (help desk, focal person, hotline etc.) to ensure they are responded to, on time and according to the guidelines.
- Support staff to follow JAM Standard Operating Procedures for Complaints Response Mechanisms. Monitor and ensure confidentiality, timely and appropriate response and correct documentation (complaints database).
- Implement measures that ensure adequate information provision throughout the project life cycle in line with the Core Humanitarian Standard.
- Conduct on site distribution monitoring, post distribution monitoring and exit interviews for activities as it is required
- Participate in all accountability assessments and consultations with beneficiaries, non-beneficiaries and stakeholders at registration and distribution points. Develop relationships with community members and key stakeholders.



- Organize and facilitate trainings on MEAL functions for capacity development and awareness among relevant JAM field staff and implementing partners at field level.
- Proactively build relationships with key stakeholders for referrals, sharing data and resources, coordinating activities as appropriate.
- Guide (at field level) and liaise with external consultants and individuals sub-contracted to implement special surveys or studies required for evaluating project effects and impact.
- Report/alert the project team on regular basis on any anticipated project issues, risks and any emerging opportunities and threats to the project implementation, related to this role.

QUALIFICATIONS AND EXPERIENCE:

- A degree in social sciences, statistics, development studies and other relevant disciplines.
- At least 2 years direct experience in design and implementation of MEAL systems; including qualitative and quantitative approaches to assessment and monitoring
- Experience in participatory assessment, monitoring and evaluation, training and facilitation, data processing or analysis
- Experience in providing MEAL support for UN funded projects/programs preferably in food security and livelihoods, health and nutrition and WASH
- Commitment to understanding international humanitarian standards, Sphere, and the Core Humanitarian Standards
- Ability to communicate and work with beneficiary communities and stakeholders with professionalism, compassion and as a representative of the organization



SKILLS AND Competence

- Working knowledge of computer based statistical packages including SPSS, STAT, and Excel; and visualization software
- Good report writing and information dissemination skills
- Ability to write a good success story
- Good knowledge of and experience with humanitarian guidelines and principles
- Good contextual knowledge of local community and social/cultural constraints, realities and organizational relationships for effective project design and implementation
- Ability to speak local languages.
- Detail oriented
- Identifies gaps, trends, and key issues relating to food security and/or food aid

How to apply: Qualified interested Applicants are required to send applications online to : jams.recruitment@jamint.com or submit in hard copy application letter, Updated CV, Copies of Academic Credentials and Copy of Nationality Identification Card in a sealed envelope and Address your Application to : Area Manager, JAM International, Pibor Field Office by Tuesday 15th November 2022 at 4:00PM.

Only Qualified and Shortlisted Candidates will be contacted for interviews.

