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Approved by
inspector

7/6/2021

JOB ADVERTISEMENT

Position: Meal Specialist

Job Title	MEAL Specialist
Organizational Unit	Program
Line manager/Report To:	Executive Director
Immediate Supervisor	Executive Director
Duty Station	Juba with frequency Field Visit
Department :	M & E
Starting date	7 th June 2021
Closing Date	25 th June 2021

Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan. It was founded in 2002 with an initial purpose to design strategies and interventions to fight the deadly Kalaazar disease, which is endemic in Upper Nile. With time, UNKEA's mandate expanded to include other interventions such as provision of basic primary health care services, nutrition, food security and livelihoods, water and sanitation, education, social development of youth and women, economic development, access to justice and peace building. For the last 12 years, UNKEA implemented over 20 projects with funding from over 15 donors including; DANIDA, DFID, UNDP, ICCO, WFP, UNICEF, Save the children, UNFAO, BMGF-Polio CORE group, Help-Germany, Christian Aid, SDC, PACT-South Sudan and HPF. UNKEA also maintains a coordination office in Kampala (Uganda) and Gambella (Ethiopia).

BASIC FUNCTION OF POSITION

The MEAL Specialist will provide technical leadership to develop the program framework, plans and indicators to capture project performance results and provide effective, accurate and timely monitoring, evaluation, accountability, learning and reporting of all project activities. The MEAL Specialist is a member of the Program and Project Teams and provides technical assistance in:

General program monitoring and evaluation and partner staff use of a Web based management information system; developing indicators for monitoring UNKEA performance; developing and maintaining the UNKEA Performance Management Plan and project-level monitoring and evaluation plans; supporting project design; producing annual reports on UNKEA performance and supporting UNKEA to learn from and make decisions based on monitoring and evaluation data.

MAJOR DUTIES AND RESPONSIBILITIES

A. Monitoring and Evaluation

Lead the Program in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations and assisting the program management in using the performance information for decision-making and resource allocation.

- i. Advise Programs and Project Teams and Senior Management in designing and planning for evaluations, special studies and assessments.
- ii. Coordinate the creation and review of the Program, Design and Learning budget to provide adequate financial resources for evaluations, special studies and assessments.
- iii. Provide input into the design, implementation and dissemination of evaluations, special studies and assessments.
- iv. Coordinate the creation of a Program Performance Monitoring Plan including assessing the validity of the information and indicators that contribute to that plan.
- v. Develop effective mechanism of consolidating, processing, packaging, sharing, and archiving institutional data and processed information for current & future reference.
- vi. Ensure highest standards of data integrity are met and sustained. MEAL Specialist will oversee data quality control activities across all UNKEA operations, document outcomes, and engage line actors on quality of generated data/reports.
- vii. Establish protocol for data generation, data usage, and information sharing with view of minimizing unintended interest groups, or particular categories of persons.
- viii. Assist the Programs and teams to select data collection methods for adequate monitoring and evaluation of implementing activities performance and of the program as a whole (these methods may include field visits, quarterly reports, specialized surveys and other sources of information like Government of South Sudan statistics). Assist the Programs and Project Teams in reviewing these methods and making improvements to their monitoring and evaluation.
- ix. Coordinate the regular review of progress towards achieving Programs and Project Teams by Senior Management through program reviews, portfolio reviews or other processes.
- x. Encourage the use of performance information in resource allocation decisions by the Office of Executive Director, Programs and Project Teams and Senior Management through leading discussions, preparing analysis or other measures.
- xi. Seek ways to streamline the process and increase efficiency in gathering and using performance information.



- xii. Coordinate the process for updating policy and procedure documents in the areas of monitoring and evaluation to align with the most current Agency Policies and requirements. Seek ways to increase transparency of UNKENs system of reviewing results and use of performance information.
- xiii. Progressively review adequacy of online platforms used by UNKEA and recommend sets of actions that improve quality of user interface.
- xiv. Work as a Point of Contact for Evaluation in the program/operation and provide guidance to technical teams on issues related to monitoring and evaluation. Additionally, support UNKEA's roles in multi partner assessments or on any other external assessments where UNKEA has strategic interest.
- xv. Communicate with the respective members of consortium partner's office in Juba on issues related with monitoring and evaluation.
- xvi. Build local M&E capacities both at national office and across all field locations in the spirit of UNKEA's continuous quality improvement.
- xvii. Manage evaluation contracts and agreements.
- xviii. Other Duties as Assigned by Supervisor

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- i. BA in development field, social science, economic or relevant discipline and Master's degree in the same field will add an advantage.
- ii. Minimum of 5 years of progressively responsible professional experience in a performance monitoring and/or evaluation role with an INGO, NNGO or Government Institution.
- iii. Specialized COU in organization programming of project management, leadership, ethics, monitoring and evaluation and various specialized databases and computer programs.
- iv. Excellence English and Arabic required.
- v. Demonstrated ability in data analysis, project design, monitoring, and evaluation of development activities.
- vi. Experience developing results frameworks, logical frameworks, or similar tools for project design is required.
- vii. Experience developing and/or using performance management plans or similar tools is required. Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors.
- viii. Experience using knowledge management software or database is highly desired.
- ix. Experience managing grants or contracts is also highly desired.

Skills and Abilities:

- i. Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner
- ii. Excellent research and data collection methodology skills
- iii. Ability to create organizational work plans based on higher-level goals



- iv. Ability to lead and coordinate multiple offices through multiple step processes without being a direct supervisor (although appropriate authority will be given)
- v. Skills in supporting staff with a variety of levels of knowledge and capabilities
- vi. Strong organizational skills in order to balance competing priorities
- vii. Ability to work independently to efficiently meet deadline. viii. Strong interpersonal skills.
- Viv. Oral and written communication skills to deal effectively with mid and high level partner contacts, the host government and the local community.
- xv. Ability to apply Agency policies and procedures to daily work requirements
- xvi. Excellent computer skills, including word processing, spreadsheet programs and data base management

Other requirements;

Good team member with good team relation and communication skills.

- i. Must be willing to be based 80% of time in the duty station and work on weekends and evenings depending on the workload.
- ii. Extensive experience in managerial at management level with program planning.
- iii. Extensive ability to write comprehensible reports, beating deadlines and is able to withstand stressful situations.
- iv. Elaborate extensive knowledge of Microsoft office packages especially excel, word, and access, PowerPoint, etc. with excellent computer skills.
- v. Competency. Understand, respect, cultural differences, and be sensitive to culture sensitive in regard to operating environment.
- vi. Ensure effective use of resources under his/her mandate.
- vii. Building and promoting partnerships across all platforms.

HOW TO APPLY

If you are interested to apply for this position, please submit your CV along with your cover letter outlining how you meet this position. Submit your CV and copies of all relevant recommendations/documents in one file to UNKEA Head Office in Juba located in Hi-Kator Residential Area 7 Avenue. Please indicate the position you are applying for in the subject line i.e. "Application for the position of "MEAL SPECIALIST" or Via Email to jobs@unkea.org in one file still. only shortlisted Candidates will be contacted for first phase interview.

NOTE Due to urgency of the position we will be reviewing the application as they come and interview may be done before the closing date.

NB: This position is open to South Sudanese nationals only and ladies are encouraged to apply (male and female alike).

