

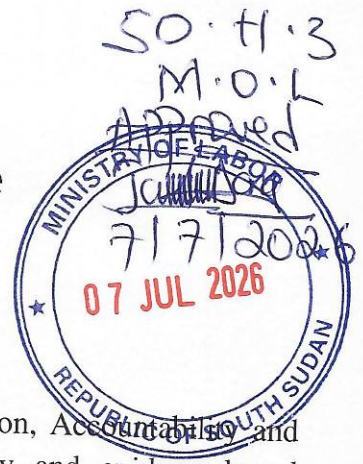
**MEDAIR**

Job Advertisement

(MEAL) Officer

Leer County, Unity State

Relocatable Position



Job Purpose

The MEAL Officer will support the implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) activities to enhance programme quality, accountability and evidence-based decision-making. The role is responsible for data collection, analysis, reporting, database management, MEAL tool development, and supporting Accountability to Affected Populations (AAP) through effective feedback and complaints mechanisms.

Key Responsibilities

MEAL Implementation

- Support assessments, monitoring, evaluations and data quality assurance.
- Collect, analyse and report programme data to support decision-making and donor reporting.
- Develop and maintain MEAL databases, tools and documentation.
- Support implementation of Accountability to Affected Populations (AAP) and the Feedback & Complaints Mechanism (FCM).

Programme Quality

- Promote compliance with Medair, donor and humanitarian quality standards.
- Support data quality assessments and programme learning initiatives.
- Assist in developing MEAL plans, reporting formats and training materials.

Coordination & Capacity Building

- Train and mentor staff and enumerators on MEAL tools and processes.
- Collaborate with programme teams, Information Management, government authorities and humanitarian partners.
- Support other MEAL-related activities as assigned.

Essential Requirements

- Bachelor's degree in Statistics, Economics, Management Information Systems (MIS), International Development, Political Science, Public Health or a related field.
- Minimum two (2) years of experience in a MEAL role within a humanitarian or development setting.
- Strong skills in data analysis, reporting and database management.
- Proficiency in Microsoft Excel, Word, Outlook and PowerPoint.
- Good written and spoken English and Arabic.
- Strong interpersonal, communication and organisational skills.
- Passion for serving vulnerable communities and commitment to humanitarian principles.

Desirable

- Experience using statistical software such as SPSS, STATA, Epi Info, Power BI, Tableau or similar.

- Experience designing qualitative and quantitative data collection tools.
- Experience training staff and working in multicultural teams
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Application Period: 7 July 2026 – 27 July 2026

An exhaustive Job Description is available upon request from the email below. Only shortlisted candidates will be contacted.

How to Apply

Interested applicants are invited to submit:

1. A comprehensive Curriculum Vitae (CV) detailing educational background, relevant work experience and three (3) professional referees.
2. A cover letter demonstrating how your qualifications, skills and experience meet the requirements of the position.

Applications should be addressed to the Human Resources Department, Medair South Sudan, and submitted either in person at the Medair Office, Bilpam Road, Juba, or at the Medair Office in Leer County. Applications may also be submitted by email to recruitment-sds@medair.org.

