



**Save the Children**

**External/Internal\_ Job Advertisement**

**VA No. SCI-20210210/ML/BR**

**The Organisation**

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

SCI is seeking to recruit: -

**Job Title:** MEAL Officer (01).  
**Location:** Bor Jonglei State.  
**Reports to:** Field Manager with dotted line to Zonal MEAL Coordinator/Head of MEAL  
**Contract Period:** 6 Months

**JOB PURPOSE:**

To operate a functional and high quality MEAL system in all Programme interventions in Bor Field Office. Maintain a function quality monitoring system, accountability to beneficiaries, and Learning system for the Bor Field Office, by ensuring that appropriate tools and processes are rolled out, Bor field staff are oriented and reports on the above MEAL functions are timely updated on a monthly basis.

**KEY AREAS OF ACCOUNTABILITY:**

**A. Monitoring:**

- Develop/review Monitoring Checklist of program activities. Translate it into local language, if required.
- Lead capacity building for Bor Field Office program staffs on M&E format/template/form of data collection; Output tracker (OT) and Indicator Performance Tracking Table (IPTT).
- Frequently conduct field visits to monitor program activities / interventions against Quality Benchmarks/Quality Checklists.
- Prepare field quality monitoring findings with Programme Staff (Manager/Coordinator), and track implementation of actions generated.
- Support program staff to strengthen joint planning and monitoring with stakeholders.
- Contribute to the quality of program design – reviewing log-frames, results frameworks, project



plan, strategic plans, MEAL Plan etc.

- Provide support in developing MEAL plans
- Provide support in collecting quality data and analysis against the performance indicators and targets on periodic basis
- Lead field level Data Quality Assurance exercises to ensure high quality of data reported
- Maintain close coordination with MEAL Manager at area office/country office on Quality and Accountability issues.

#### **B. Evaluation:**

- Support post distribution monitoring (PDM) data collection, analysis and reporting for Bor Field Office.
- Assist the technical teams in all formative and operational research.
- Support to evaluation team while conducting periodic evaluation of project intervention at field level, if required.
- Assist Programme managers in preparing and conducting baseline studies.
- Compile and Ensure quality case studies through program team.

#### **C. Accountability:**

- Establish an effective and child friendly complaints/feedback handling and response mechanisms at community level with support of the Program staff.
- Ensure all staff at Bor Field Office are oriented on Complaint Feedback Mechanism (CFM).
- Develop regular trend analysis of complaints at organizational level and share it with program team as per protocols.
- Share MEAL findings & CFM issues in each monthly meeting as defined in the protocol.
- Ensure that the CFM guideline is being followed by all staffs and that Partners are oriented on the same.

#### **D. Learning:**

- Develop and share key findings from monitoring using quality benchmarks and beneficiaries' feedback.
- Support program staff to develop appropriate success stories, and document key lessons learnt from Programme implementation.
- Lead field level reflection sessions using the findings from MEAL system.
- Coordinate with Country Office MEAL team to provide appropriate capacity building of Bor Field staff on MEAL.

#### **E. Reporting:**

- Update and submit on a timely basis all monthly MEAL deliverables (Quality Monitoring database, CFRM database, IPTTS, and Output tracker).
- Contribute in developing the MEAL sections of donor related and other reports from time to time.
- Ensure that all the data related to MEAL action Plan tracker & CFM database are recorded and updated in a timely manner through MEAL Assistant.
- Coordinate closely with the all SC staffs and report with updated complaints registered, their resolution process, Action plan tracker & other MEAL related issues.

#### **Others: Collaboration:**

- Builds and maintains effective relationships with entire team members of organization, colleagues, members and external partners, supporters and stakeholders.
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to





## **BEHAVIOURS (Values in Practice):**

### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### **Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in social sciences (public health, education, development, Economics and Business studies or information technology)

### **Essential**

- 2 years of monitoring and evaluation and/or research experience with at least 1 years Officer level experience preferably with INGOs
- Trained in data management and with at least one-year experience working with Excel managing databases
- Familiarity with project frameworks [design/implementation/M&E] cycle
- Experience in quantitative and qualitative data collection (M&E methods) and data analysis

### **Desirable**

- Commitment to and understanding of SCI vision, mission and values
- Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving
- Excellent interpersonal skills and can work as part of a team

## **Child Safeguarding and Code of Conduct:**

The Post holder will adhere to Save the Children's Child Safeguarding Policy and Code of Conduct set out. Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:



## OTHER INFORMATION & HOW TO APPLY:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates to:

The SCI HR Bor Office via the email below. *The position must be clearly indicated in your subject-line or envelop.*

**Deadline for receiving applications is the 23<sup>rd</sup> Feb, 2021 by 5.00 PM or via email at: [jobs.southsudan@savethechildren.org](mailto:jobs.southsudan@savethechildren.org) or hand delivered to the SCI Field HR Office.**

- This position is open to South Sudanese nationals only.
- **Female Candidates Are Strongly encouraged to apply!**
- Only candidates who meet the selection criteria will be contacted.

***NB Due to urgency of this Position, SCI Reserves the right to do the Shortlisting on Rolling basis before the closing date.***

Approved by Labour of YIB  
Bor, Jonglei State

