



# CHURCH AND DEVELOPMENT

(C&D)

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50-H-3  
Approved  
S/Minister of Labour  
19 MAY 2023  
MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN, JUBA

VACANCY ANNOUNCEMENT	
<b>JOB TITLE:</b>	<b>MEAL OFFICER</b>
<b>POSITIONS:</b>	<b>1</b>
<b>DUTY STATION:</b>	<b>PIBOR.</b>
<b>REPORTS TO:</b>	<b>PROGRAM MANAGER</b>
<b>DATE PUBLISHED:</b>	<b>19 / May / 2023</b>
<b>CLOSING DATE:</b>	<b>08 / June /2023</b>
<b>CONTRACT DURATION;</b>	<b>24 MONTHS</b>

## BACKGROUND.

Church and Development (C&D) is a non-profit making National Non-Governmental Organization (NNGO) established in 1996. C&D is legally registered with **South Sudan Relief and Rehabilitation Commission**. It primarily implements Food security and Livelihoods, Protection and Peace-building, Education, Water, Hygiene & Environmental Sanitation in most of its areas of operations in South Sudan.

Church and Development(C&D) in partnership with **Oxfam** are set to implement **ECHO** funded project in **Greater Pibor Administrative Area** for the period of **24 months**. The **Thematic Areas of the project are; Education**

## PURPOSE OF THE POSITIONS

The **Monitoring, Evaluation, Accountability, and Learning (MEAL)** Officer manages information and reporting processes and products to ensure professional, high-quality

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communication about Church and Development programmatic activities and results. The **MEAL Officer** will also play an important role in improving information management and data quality, and in strengthening knowledge sharing and learning across the organization. In addition, the MEAL officer will cooperate with the Education officer, Gender Assistant and partners in team efforts intended to promote **MEAL** activities. This position reports technically to program manager, and administratively to the Education officer.

### Duties and Responsibilities

- Develop, implement, and assess monitoring frameworks for all organization's partnerships and projects, as well as for funding proposals
- Develop the overall framework for project **M&E** systems in collaboration with donor and senior project staff, including requirements, reporting, baseline, and evaluation surveys; develop and monitor project management plan to systematically document performance
- Facilitate design of “**SMART**” objectives, logic models, monitoring frameworks, and evaluation plans during annual work-planning process
- Ensure the alignment of M&E activities with program goals
- Contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities
- Maintain existing indicator tracking tools; develop additional databases and tracking tools as needed to demonstrate the effectiveness of project interventions
- Ensure adherence to specific monitoring and reporting requirements.

### MEAL Officer Requirements / Skills / Qualifications

- **Bachelor's degree required, Master's degree** in statistics, demographics, public health, or international development preferred
- Minimum of five years of experience working in the field of monitoring and evaluation
- Proven success in designing, implementing, and operating M&E systems from project initiation to close out



- Experience in strategic planning and performance management, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans
- Knowledge of the major evaluation methodologies (qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies
- Ability to manage critical relationships with diplomacy and tact and engage a wide range of stakeholders
- Excellent written and oral communication skills.
- Strong attention to detail, organizational. and time management skills
- Willingness and ability to travel
- Computer proficiency
- Experience in planning and managing surveys, developing and refining data collection tools, and with data quality assessments and oversight
- Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and meet deadlines
- Ability to synthesize complex information and communicate it effectively to diverse audiences;
- Ability to design and implement efficient work flows and procedures
- Conducting risk mapping and support School Improvement Plans
- Conduct Training in school based early warning actions and DRR for teaching and non- teaching staff

### How to Apply

*Qualified and Interested applicants should drop their Applications which include cover letter together with updated CV at least three professional referees to C&D compound Pibor within VSF Germany and [Info@churchanddev.org](mailto:Info@churchanddev.org) not later than 8<sup>th</sup> June 2023*

**NB.** *Please note that C&D retains all the applications and files will not be returned to the applicants at the end of the process and only shortlisted candidates shall be contacted. Due to the urgency of these positions shortlisting will be done as applications are received and positions may be filled before the closure.*

