



Christian Mission for Development

Transforming lives, building communities



VACANCY ANNOUNCEMENT

MEAL OFFICER - EDUCATION (1)

Christian Mission for Development (CMD) is a registered non-profit, non-governmental, multi-sectoral relief and development organization working in South Sudan since 2005. It is dedicated to alleviating poverty and enhancing provision of holistic services to reduce human suffering through the provision of health & nutrition, shelter, WASH, education and livelihood activities. CMD works with partners to reach hard-to-reach areas with very little or no basic services and significantly in regions affected by wars, poverty, extreme hunger and illiteracy.

CMD South Sudan is looking for a suitable candidate to fill the position of **Education Monitoring, Evaluation, Accountability and Learning (MEAL) Officer to be based in Duk County with frequent visits to Bor and Juba.**

Job Purpose:

The principle objective of the MEAL Officer is to lead the project team in the field, collect and analyse data for feedback into program design and implementation and for project reporting in CMD's **Multi-Year Resilience Programme (MYRP)** in Jonglei State funded by Education Cannot Wait (ECW). He /she will work closely with MEAL Manager, Education Program Specialist, Education Coordinator, core project team and partners such as ECSS Diocese of Duk, County Education Department of Duk County, representatives from primary stakeholder groups, external consultants, field staff and the beneficiaries (out-of-schoolchildren) where appropriate.

JOB DESCRIPTION	
Job Title: Education, Monitoring, Evaluation, Learning & Accountability Officer.	Start Date: 21 st May 2020
Reporting to: MEAL Manager	
Basic Position Description: Moves in all field locations and supports field team in data collection, analysis and generation of progress and completion reports of project implementation for Multi-Year Resilience Programme – MYRP in Duk County, Jonglei State.	
Country: South Sudan	Base: Field location: Duk County, Jonglei State



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Main Duties & Responsibilities:

Responsibility 1: To strengthen the MEAL system and processes of CMD's Education Cannot Wait (ECW) Programme in Jonglei by:

- Coordinating the process of developing MEAL plans and frameworks; quarterly and annual project reviews, participatory project outcome assessments and routine monitoring, accountability and learning.
- Taking part in developing and or reviewing project log frames, particularly in the areas of the objective hierarchy, indicators and building up monitoring mechanisms.
- Supporting development of data collection tools and management of the whole process of data collection, analysis and communication to provide statistics for outcome assessment.
- Reviewing the quality of existing social and economic data at the implementation sites which can provide good comparative statistics for measuring change created by CMD's MYRP programme.
- Guiding and working with consultants that are contracted to carry out surveys, assessments, evaluations and studies required for measuring project effects and impacts.
- Organising and undertaking training with stakeholders, including primary stakeholders, in MEAL skills, including Participatory Review Assessment tools used for problem identification and analysis to facilitate appropriate plan of action to address the real needs of beneficiaries.

Responsibility 2: To ensure high standards of Implementation of MEAL activities at field level by:

- Guiding the planning and implementation of MEAL activities at project level to ensure quality intervention in creating the desired changes in the lives of target beneficiaries.
- Carrying out training needs assessment in the area of MEAL for CMD and partners, planning and carrying out trainings to improve the capacity of staff and partners in implementing MEAL activities.
- Developing and implementing plans for project-related capacity-building on MEAL and any computer-based data management support that may be required.



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- Supporting Project Officers, field level staff and partner staff to implement MEAL systems and processes.
- Undertaking regular field visits to support implementation of MEAL especially looking at how data capturing tools are being used and to identify where improvements are required and present findings to the MEAL Manager.
- Guiding staff and partners in preparing their progress reports and supporting preparation of consolidated progress reports in accordance with approved reporting formats and timing.
- Guiding staff and partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ensuring that in general, project monitoring arrangements comply with MYRP Consortium and donor agreements and the provisions of such agreements are fully observed during project implementation.
- Preparing and joining external supervision and evaluation missions – of donors and other government bodies. This includes analysing monitoring reports as well as furnishing direct personal knowledge of the field situation to brief visitors on such supervisions and missions.

Responsibility 3: To strengthen data collection, analysis and communication within CMD & with stakeholders by:

- Clarifying and making known the core information needs of senior management, project level meetings like the quarterly, annual, learning and accountability meetings, donors and other stakeholders to project managers and staff.
- Guiding the process of identifying, documenting and sharing case studies, lessons learnt, best practices and success stories within CMD and externally with donors and peers.
- Monitoring and supporting processes to strengthen communication between CMD, coordinating partners, community structures, beneficiaries, ECSS Diocese of Duk, and County Education Department.



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- Creating and managing an up-to-date data base on every aspect of each project to make information readily available to management. This includes gathering and storing national and state level data relevant to the work of CMD in South Sudan.
- Ensuring proper hard copy filling of key project documents including proposals, budgets, contracts, MoUs, reports, distribution lists and other key supporting documents that are not on finance documents for audit purposes.

Responsibility 4: To support programme development processes in CMD South Sudan by:

- Participating in programme development activities like contextual analysis review, baseline studies, any related studies when called upon.
- Respecting, upholding, and actively supporting the broader CMD South Sudan development initiatives within the context of implementation sites e.g. Equality, Disaster Risk Reduction, Resilience Building, Advocacy, Program Participants Protection and Capacity building.

Responsibility 5: Work as a team member of CMD program staff by:

- Establishing and developing effective working relationship with CMD staff, ECSS Diocese of Duk, County Education Department staff and community volunteers to ensure teamwork and integration.
- Participating in team decision making, planning and joint activities.
- Supporting other projects in your area whenever requested to do so.
- Adhering to CMD's programme and other policies on management of physical and financial resources.

Qualifications : (Education/Training)

Required Qualification:

- Degree in statistics or relevant fields.
- Diploma and or short courses in Monitoring and Evaluation

Desired:

- Knowledge of Education in Multi-Year Resilience Programme (MYRP).



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Experience Required:

- Logical framework approach and other strategic planning approaches.
- MEAL methods and approaches including qualitative, quantitative and participatory.
- Planning and implementing MEAL system preferably in the field of Education.
- Developing appropriate data collection tools for routine monitoring.

Desired:

- Two years as MEAL Officer preferably for an Education Programme.
- Working with Partners especially National and State Ministry of General Education and Instruction (MoGEI/SMoE) an added advantage.
- Capacity building of staff and partners in MEAL.

Technical Skills Required:

- Data analysis skills using data analysis softwares especially those specific to Education- EMIS, 5Ws, Dashboard etc.
- High computer skills – drawing graphs, tables, preparing presentations.
- High writing skills including editing documents like reports, proposals, log frames.

Desired:

- Solid understanding of rural development with focus on participatory processes and gender issues.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan** OR email them to: jobs@cmd.org NOT later than 12th June 2020.
2. The position is open ***only to South Sudanese*** nationals and female candidates are highly encouraged to apply.
3. Only shortlisted candidates will be contacted, and applications submitted will not be returned.