



MISSION TRUST AID



JOB OPPORTUNITY AT MISSION TRUST AID SOUTH SUDAN.

Mission Trust Aid (MTA) is a National NGO, non-governmental, non-profit, non-political and non-religious organization which has various humanitarian activities in South Sudan in order to support and empower communities from grassroots; to enable the people realizes their full potential in cultural, socio-economic development.

Job Title: **Roving M&E Officer**
Reporting to: **Program Coordinator**
Number of Position: **1**
Location: **Juba**
Opening Date: **3rd November 2023**
Closing Date: **23rd November 2023**

Summary of the Role

Under direct supervision of Program Coordinator, MEAL Officer will undertake duties and responsibilities related to monitoring and evaluation of Nutrition program in South Sudan. MEAL Officer's role is to collect and analyze data to assure support to the program for their improvement by providing reliable field information on the quality of implementation for coordination and management decision making.

Responsibilities

1. As a member of Monitoring Team (MT), M&E Officer shall conduct data collection in the field and execute the methodologies provided by the Programme Coordinator.



2. Ensure transparent, accurate and timely data collection for the purposes of baseline study, real-time evaluation and post-intervention/ post-distribution monitoring. It involves: field visits to project locations; conducting training for local enumerators; application of different data collection tools as well as collecting GPS and photographic data from the field.
3. Providing data to the Monitoring Team Leader timely at the end of each assignment, and support MT Leader in data analysis and reporting as required.
4. MEAL Officer ensures timely data analysis and preparation of monitoring report according to MTA procedures and standards.
5. Analyzing existing tools and procedures and developing new tools for needs assessment, baseline survey, monitoring and evaluation.
6. Collaborate with information assistant in generating communication products on Care Group project.
7. Occasionally support Nutrition Officer in conducting her/his day to day activities in the field.
8. Carrying out other duties assigned by direct supervisor.



Requirements

Essential:

1. University degree in Agro-economics, Fisheries, Social Sciences, Community Development, Statistics, or other related field. Experience exceeding minimum requirements will be considered instead of university degree.
2. At least 3 years' extensive experience in FSL sector.
3. At least 2 years of experience in conducting surveys and other research activities involving: application of quantitative and qualitative/participatory research methods, data collection and analysis in FSL programs.
4. Good communication skills, including fluency in oral and written English.
5. Confident presentation and facilitation skills.
6. Good analytical skills.
7. Proficiency in using internet and standard computer software, especially MS Excel, MS Word and other statistical packages.

Desirable:

8. Experience in development and design of tools and initiatives which promote accountability to beneficiaries and beneficiary feedback



9. Experience in or knowledge about Nutrition activities in emergency and development context
 10. Language skills in Arabic and other local language(s)
 11. Experience of working and living in South Sudan
 12. Previous work experience with international NGO or NNGO is an advantage
- The said list is not inclusive and may require the Employee to perform other duties as assigned by the Employer

Application Instructions

Interested candidates who meet the above conditions, should forward their CVs, cover letters and Academic Certificates (which should include the contact details for at least three professional references from previous employers to the **Human Resource Department Mission Trust Aid (MTA)**, through email: admin.finance@missiontrustaid.org or hand delivered to MTA Main Office along **Main Zain Office Road Plot No. (262) block (9) 800M Jopa residential Area (Gudele)**, before **23rd November 2023**

We regret to report that only candidate eligible for an interview will be notified.

Women are encourage to apply

