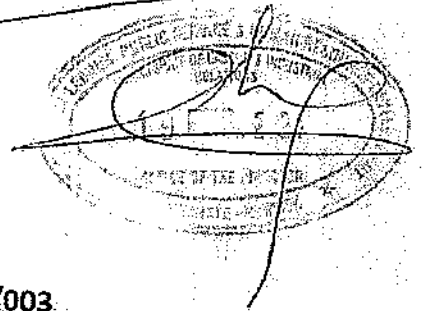




Approved



**JOB ADVERTISEMENT**

**VACANCY NUMBER: MEAL/Akot/003**

**Job Title:** Project Officer (Monitoring, Evaluation, Accountability, and Learning) x 1  
**Department:** Programs  
**Reports To:** Program Manager  
**Country/Location:** Akot, Rumbek East, South Sudan

**About CRS**

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

**Job Summary:**

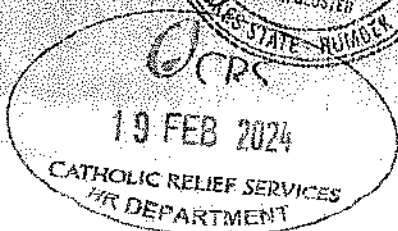
With technical support and help from the Program Manager, CP MEAL Manager, the postholder will ensure that a strong project MEAL system is designed and functionalized, data collection tools, beneficiary database and indicators progress tracking tables are completed and correctly used by project staff. S/He will lead and participate in all other aspects of project MEAL like surveys, market assessments, baseline surveys, evaluations, success stories, learning workshops, events, and reporting as required. The MEAL officer will also ensure that a feedback and response mechanism is established and functionalized across all project locations. S/He will enhance the quality of the program implementation through:

- Strong monitoring and evaluation in line with donor and CRS MEAL requirements.
- Capacity building of staff in MEAL
- Strategic engagement with CRS staff and stakeholders
- Quality MEAL support to program team

**Roles and Key Responsibilities:**

**1. Program Planning and Assessments**

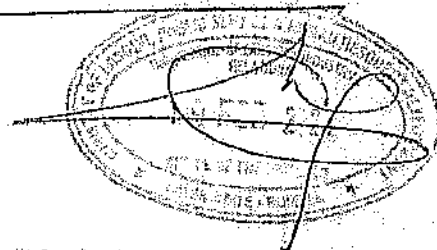
- Support the development of a gender-responsive project MEAL system and tools for data collection and reporting as per the project results framework.
- Coordinate and lead all planned project field-level assessments including seed assessments, baseline surveys, participatory market assessments, and endline evaluation.
- Ensure proper documentation of all MEAL processes and outcomes (tools guidelines, datasets, IPT, ITT, analysis worksheets and reports).



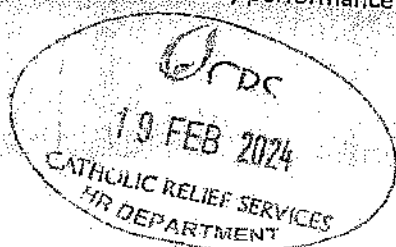
Approved by RRC  
Office for UNOS &  
Humanitarian affairs



Approved



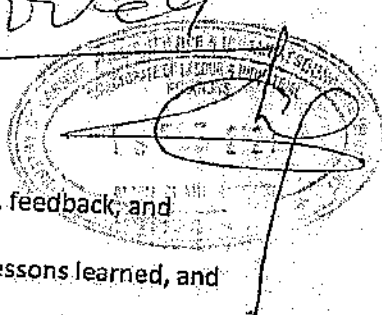
- Coordinate the implementation and use of ICT4D for project MEAL including device management, setting Apps, trouble shooting and training. Work closely with project manager and team to ensure compliance with agency and donor MEAL requirements.
  - Complete MPP checklist (refer to MPP checklist Ver 4.0) for the project and coordinate planning and reporting of annual MPP self-assessment.
  - Participate in project coordination and planning meetings.
- 2. Monitoring and Evaluation**
- Produce monitoring checklists and conduct field process monitoring, quality assessment, and data validation, and provide feedback and recommendations for timely improvement.
  - Work with project officers to ensure quality programming and adherence to minimum CRS MEAL standards.
  - Conduct data verification and data quality checks for information entered into the project database and reports.
  - Ensure that the MEAL plans include a periodic process for intentional learning and reflection from assessments, program progress monitoring, etc, to improve program quality.
  - Track and provide feedback on achievement of key performance Indicators
- 3. Accountability**
- Produce gender-responsive monitoring checklists, conduct field process monitoring, quality assessment, data validation, and provide gender-balanced feedback and recommendations for timely improvement.
  - Work with other project officers to ensure the gender component is integrated into all project activities.
  - Conduct data verification and data quality checks for information entered into the project database and used in reports.
  - Plan quarterly reflection events with CRS and partners using routine monitoring data, and assessments to advance learning and adaptive management to improve program quality.
  - Consolidate IPTT and ITT and provide feedback on the achievement of key performance indicators outlined in the project performance monitoring plan (PMP).
  - Contribute to developing Terms of Reference (ToRs) for evaluations of projects as necessary and applicable.
- 4. Reporting**
- Track reporting deadlines (due dates table) for MEAL activities and ensure these are timely submitted to project officers.
  - Consolidate the monthly indicator performance tracking table (IPTT) and share progress updates against key performance indicators.



OCRS



Approved



- Review progress and technical reports and provide MEAL input, feedback, and recommendations.
- Work with other project officers to document success stories, lessons learned, and case studies.
- Consolidate and submit annual participants services delivery indicator (PSDI) and global results for the project in timely manner.

**5. Capacity Building and Accountability**

- Supporting training and capacity development of project staff on MEAL, including areas of program assessment, MEAL design, monitoring, evaluation, accountability to donor and people we serve, learning methodologies as well as ICT4D operations.
- Support the training of local communities on community-based MEAL approaches such as feedback and response mechanisms.
- Provide feedback on reports and data collected to help improve quality and timeliness.
- Share MEAL capabilities for both MEAL and non-MEAL staff with program team and encourage program team to include MEAL competencies in their performance goals.

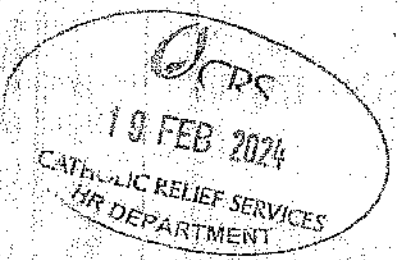
**6. Information Management, Innovation, and Learning**

- Regularly update project beneficiary database and indicators performance tracking tables (IPTT/ITT).
- Support the coordination of project review meetings to facilitate dialogue and learning on project/program implementation with partners.
- Oversee device management, ensure devices are updated regularly and all data synced to the HQ server in timely manner.
- Support capacity building of program staff on the use of ICT4D solutions/platforms such as CommCare.
- In collaboration with the Program Manager, facilitate project-based learning events to capture, document, and disseminate lessons learned for internal and external purposes.
- Take lead to collect and manage data in line with CRS responsible and open data policy.

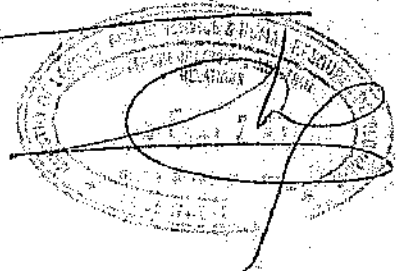
**Typical Background, Experience & Requirements:**

**QUALIFICATIONS/EXPERIENCE:**

- A bachelor's degree in social sciences, Agriculture Economics, or other relevant areas
- At least 3 years of work experience in a relief or development setting. Experience in the MEAL design, monitoring, and evaluation of market-led agriculture programs will be an advantage.



Approved



- Proven technical skills in monitoring, evaluation, and experience with both qualitative and quantitative data collection and analysis.
- Strong understanding of gender equality concepts and demonstrated experience in applying gender-based analytical tools and conceptual frameworks in programming.
- Excellent analytical, presentation, and report-writing skills.
- Capacity building experience in project monitoring, evaluation and reporting
- Computer knowledge (micro-soft apps)
- Knowledge of the local languages in Rumbek East and Yirol West is a requirement.

**Personal Skills**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

**Required Languages** – Fluency in English and local languages in Rumbek East and Yirol West

**Travel** - The position is based in Akot in Rumbek East, with up to 60% traveling to implement project activities in Yirol West.

**KEY WORKING RELATIONSHIPS:**

**Supervisory:** Non

**Internal:** Program Manager; Project Officers

**External:** Partners such as Local Government Authorities, other NGOs, and UN agencies

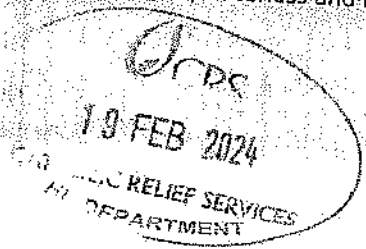
**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

**MEAL COMPETENCIES (for all CRS program Staff)**

- Adapts MEAL principles, approaches, systems, and tools, as needed, in emergency contexts.
- Documents and communicates project achievements, successes, challenges, and learning internally and with external stakeholders.
- Ensures quality in the management of evaluation data.
- Involves community members in the design and implementation of MEAL systems in a way that increases project appropriateness and impact.





**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply.*
- ❖ *Only short-listed candidates will be contacted.*

**Application Submission:**

Interested Candidates should apply through this <https://form.jotform.com/240490845766567>. Please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID not later than **March 7, 2024**.

*Approved*

