



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	M&E/GRM Assistant
Department:	Program
Location:	Magwi County
Reports to:	FSL Project Officer
Advert status:	External Advert- (Locally recruited)

JOB SUMMARY

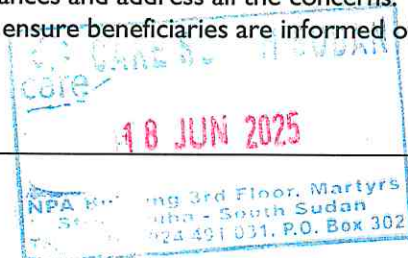
The Resilience Agriculture Livelihood Project (RALP), a Ministry of Agriculture and Food Security (MAFS) project implemented by the Food and Agriculture Organization of the United Nations (FAO) seeks to “Strengthen capacity of farmers and their organizations and improve agricultural production in Magwi county by: a) Increasing membership and build capacity of farmers, Farmers Organizations (groups and cooperatives) in Good Agricultural Practices (GAP) and improving farming knowledge and skills and b) provide Investment support for increased agricultural production in South Sudan

Therefore, the role of M&E/grievance and redress mechanism will include receiving, processing, and responding to Grievance and Redress Mechanism from beneficiaries and other stakeholders. This involves collecting, analyzing, and documenting feedback, ensuring timely responses, and using the information to improve services and programs using donor-specific format as well as CARE Standard forms

JOB RESPONSIBILITY

Grievance Redress Mechanism (GRM) implementation, analysis, and reporting

- Act as focal person on the implementation of GRM in the field and ensure various channels will be used to collect grievance or complaints: hotlines, community committees, suggestion boxes, help desk, FGDs, etc. Ensure that beneficiaries and staff are aware of the GRM and how to use it.
- Ensure all feedback is documented, categorized (e.g., by subject, area, project), screened for potentially sensitive issues like harassment or sexual exploitation (and forwarded to relevant focal points), and reported to the project team to be addressed. S/he will develop dashboards to track the status of grievances being addressed.
- Analyze feedback to identify recurring issues, areas for improvement, and patterns, and generate regular reports on grievances while highlighting trends and actions taken.
- Ensure that beneficiaries receive timely responses to their grievances and address all the concerns. The Assistant will follow up on the resolution of grievances and ensure beneficiaries are informed of the outcome.



- Document lessons learned and good practices from the GRM to improve future implementation.

Monitoring, Evaluation, Accountability, and Learning (MEAL)

- Conduct regular field visits to monitor the implementation of the project
- Document the necessary findings and follow up on recommendations of previous field visits
- Carry out onsite data validation, data verification, data entry, data analysis and interpretation
- Support project team in setting weekly activity targets and tracking accomplishment of targets
- Review the monthly data collection forms and tally sheets to ensure all indicators and reporting requirements.
- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.
- Support synthesis and dissemination of routine program data and analysis of trends
- Support the roll-out of monthly monitoring tools for new program activities Support to the creation and maintenance of M&E Frameworks/tools
- Report/alert to project team on regular basis on any anticipated program/project issues, risks, implementation status, and any emerging opportunities and threats to the project implementation.
- Support project team in information management
- Conduct Post-Distribution Monitoring surveys and create the reports

Project Reporting and Collection of Means of Verification (MOVs)

- Support the Project Officer in developing the required narrative reports, ensuring timely submission
- Ensure that all Means of Verification for every activity are filled in correctly and stored for reporting purposes

Required Qualifications

- Diploma in M&E or in a related field
- Bachelor's degree in M&E or a related field
- Minimum 2 years of experience of M&E
- Experience and knowledge of agriculture, including climate adaptative technology.
- Documented experience on data collection/ analysis tools at community level.
- Experience in community feedback mechanisms
- Experience in supporting the development of reports.
- Strong interpersonal and leadership skills.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Office applications Word, Excel, PowerPoint.

Personal Attributes:

- Previous experience working in remote, and hard-to-reach areas of South Sudan

HOW TO APPLY

The position will be based in Magwi County. This position is **ONLY open to South Sudanese Nationals.**

Opening Date **18th June 2025** and Closing date CARE South Sudan receiving application will be **7th July 2025.**

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Juba Head Office, NPA Building 3rd floor, Martyrs Street, Or CARE Magwi County/Torit Office

NB:



- Applications once received are not returnable
- **Female Candidates are Highly encouraged to Apply**

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity.

