



Join Aid Management International (FORAFRIKA) now rebranded to ForAfrika is Humanitarian and Relief Organization operating in various parts of African countries. Our Projects includes feeding and agricultural programs, an orphanage and training centers in Rwanda, drilling of water wells in Eastern Cape, as well as Numerous Community Development Programs in Sub-Saharan Africa.

In South Sudan For Afrika is actively implementing Food for Education, Food for Assets, General Food Distribution, Food Security and Livelihood interventions and Livestock vaccination and we operate Projects in Twice East, Bentiu, Bor, Pibor, Boma, Pochalla, Aweil, Wunrok and Kuajok

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|------------------------------|--|
| Job Title | MEAL Assistant and Data Entry Clerk |
| Number of Position | 01 |
| Department | Health & Nutrition |
| Reports To (Function) | Nutrition Officer |
| Location | Juba |

POSITION IN THE ORGANIZATION

The Data Entry Clerk hierarchically reports to the M&E/Field Officer

PURPOSE OF THE JOB

The MEAL assistant and Data Entry Clerk will be responsible for the implementation of MEAL plans and data management under the Juba urban Safety Net Project including but not limited to all data collection, data cleaning, data analysis, extraction and presentation during program implementation and report writing. He/she will be required to handle all data related issues in a confidential and professional manner and to timeously update the beneficiary register and forward all sensitive non programmatic cases identified such as fraud, theft and diversion, PESA to the responsible staff.



KEY Result (1) Data Management (collection, cleaning and coding, entry)

- Manage the implementation of MEAL plans throughout the project(s) life cycle, that is, lead on all field data collection and management, including recruitment and training of data collectors, data collection supervision and quality assurance. (focus group discussions, post-distribution monitoring, surveys, observations etc.)
- Manage all data collection process ensuring all legible beneficiaries are registered on the program and their data are recorded and kept safe
- Clean and code all data collected before entry into the system.
- Enter all data collected into the availed data management system and where applicable create a data base for the beneficiaries.
- Ensure approved beneficiary list is available at all time of programme implementation especially during distribution and data reconciliation.
- Collect, manage and analyses data from routine project monitoring, using approved tools and mobile solutions (KoBo Collect) and share with relevant technical staff and the project coordinator.
- Produce MEAL reports as per MEAL plan(s) reporting schedule and in accordance with approved projects' reporting formats.
- Follow up and respond to complainants no matter how they are received (help desk, focal person, hotline etc) to ensure they are responded to, on time and according to the guidelines.

KEY Result (2) Data analysis, presentation and reporting)

- Manage MEAL plans
- Conduct data analysis
- Extract and present analyzed data
- Write reports as required
- Any other duty assigned by supervisor as required.

**REQUIREMENTS.****Knowledge and Skills**

1. This position requires a mature candidate, a self-starter, with dedication and ability to work with less or no supervision. Must demonstrate willingness to learn and work with others in a team.
2. Prospective candidates should have a minimum of Diploma from a recognize institution in Statistics, Mathematics, M&E and other related trainings
3. A university degree in Statistic, Mathematics M&E is preferable
4. Candidates should also have at least 3 years' previous experience in a related field.





For Afrika to thrive

5. Ability to perform field assignments and willingness to travel for long period of time in difficult terrain, harsh and demanding conditions.
6. Good command of oral and written English. Computer literacy and knowledge of the local language is an added advantage.

To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter, copies of academic credentials and copy of nationality. by hand Delivery to our Office in Hai Neem Equatorial Tower 4th Floor by Email recruitment.ssd@forafrika.org address your applications to the HR Manager Juba please clearly mark the position title. Deadline for submission: 19th January 2024 at 4: 30 PM.

FORAFRIKA is an Equal Opportunity Employer FORAFRIKA considers all applicants on the basis of merit without regard to race, sex, color and Religion.

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.

