

Adventist Development and Relief Agency South Sudan

JOB DESCRIPTION

Job Title: MEAL MANAGER
Job Location: Central Office – Juba (70%) and field (30%)
Direct Supervisor: Programs & Planning Director



Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “To serve humanity so all may live as God intended”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

Job summary: *Monitoring, Evaluation, Accountability and Learning Manager is responsible for the implementation and overall technical support/guidance and integration of ADRA’s MEAL functions. This requires technical support and oversight of both ongoing programs and coordination with new and emergency projects. This position requires extensive internal and external collaboration. The MEAL Manager will represent ADRA South Sudan at donor meetings, cluster meetings, and other inter-agency meetings and collaborate with national counterparts and other key stakeholders (Ministries of Health, Agriculture, Education, National Statistics Institute, WHO). Within ADRA South Sudan, the MEAL Manager, will coordinate closely with her/his field-based counterparts to ensure standardized data collection, aggregation, analysis and evidence-based minded systems are in place. This position will work under the supervision of the Programs and Planning Director and in collaboration with other Technical Advisors and Finance Director.*

Responsibilities include the following:

- Ensure that ADRA South Sudan has M&E plans & measurement processes established, with clearly outlines and methodologies aligned to the overall strategy and approaches.
- Lead the overall MEAL system by ensuring synergy between the different M&E, humanitarian accountability & learning processes and maintaining upto date country level macro and context assessments while establishing M&E plans & measurement processes with clear outlines and methodologies aligned to the overall strategy and approaches.
- Ensure partner & direct implementation is monitored on a regular basis for quality standards, and humanitarian principles through schedule visits, data quality audits, spot check/verification (tracing and verification) visits against reports, data quality assessments and reports reviews (as per agreed schedule with donors and partners).
- Ensure the effective functioning of the MEAL system and that the outputs of this system reach ADRA South Sudan management and other stakeholder accurately and in a timely manner, and prompts critical thinking and influences program & strategic direction.
- Identify and design innovative practices to improve organizational efficiency and effectiveness in M&E, Humanitarian accountability, Information management and general project management.

- Establish a learning culture within the organization and among implementing partners in order to document success stories, lessons learned and best practice for ongoing and future programming.
- Ensure that the Accountability to Affected Populations (AAP) Guidelines across the ADRA South Sudan programs uphold and mainstream i. information sharing, ii. Consultation, iii. Participation & iv. Complaints and response of affected people, as provided for in the Core Humanitarian Standards (CHS).
- Manages MEAL Team across all offices, directly line managing MEAL Coordinator to effectively coordinate tasks and activities; Further builds the capacity of program, MEAL and partner staff in technical skills and understanding of the value of MEAL, especially planning and implementing MEAL activities in projects –MEAL plans, Results-based Monitoring (RBM).
- Collaborate with the Business Planning Team to contribute in designing technical components which meet the technical expectations of various donors.
- Support other tasks as required by Head of Programs of ADRA South Sudan.

.Core Competencies:

- **Leading and Supervising** - Provides others with a clear direction; sets appropriate standards of behavior.
- **Working with People** - Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit.
- **Presenting and Communicating Information** - Speaks clearly and fluently; expresses opinions, information and key points of an argument clearly.
- **Delivering Results and Meeting Customer Expectations** - Focuses on customer needs and satisfaction; sets high standards for quality and quantity.
- **Relating and Networking** - Establishes good relationships with colleagues; builds wide and effective networks.
- **Applying Expertise and Technology** - Applies specialist and detailed technical expertise.
- **Creating and Innovating** - Produces new ideas, approaches or insights; creates innovative designs.
- **Formulating Strategies and Concepts** - Works strategically to realise organisational goals; sets and develops strategies.

POSITION QUALIFICATIONS:

- Bachelor's Degree in Statistics, related discipline.
- A Master's degree in Statistics, Public Health, Health Informatics, Social sciences, International Development, or related discipline will be an added advantage.
- Minimum of eight years of professional experience working with an international NGO, multilateral or private sector institution.
- Knowledge of research and study standards in limited resources contexts.
- Excellent written communication skills, including ability to write and edit technical components of proposals, donor's reports and knowledge and learning products.
- Ability to advise and mentor a diverse team of technical experts and field personnel.
- Ability to work in a cross-cultural environment.
- Computer proficiency in statistical data analysis packages including SPSS, STATA, Access, Epi-Info, R, SSPro and other.
- Advanced written and verbal ability in English is a strongly required.



How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English. Take note that only shortlisted candidates will be contacted. The closing date for receiving applications will be 14th December, 2021. **Note: WOMEN ARE HIGHLY ENCOURAGED TO APPLY**

Safeguarding: *To enhance protection of beneficiaries and staff, ADRA has a zero tolerance to violation of safeguarding policies.*

