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Approved
Labour HQs
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INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90

JOB VACANCY Re-ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	MEAL Officer
Country Program:	South Sudan
Location of Position:	Pigi County
Position Opened for:	South Sudanese only (Internal/External)
Report To	MEAL Manager
Desired Start Date:	21/June/2023
Advertised date	30/May/2023
Closing Date for Applications:	16/June/2023

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Essential Job duties / Scope of Work:

Project design and planning

- Participate in needs assessment by organizing the training for enumerators on assessment methodology, tools, respondent's selection, and supervise field



team to ensure field level data integrity.

- Ensure that MEAL activities are participatory monitoring, evaluation, accountability, learning and needs assessment and uphold accountable and useful MEAL systems.
- Support in developing results framework and logframe, including indicators for simple projects.
- Conduct regular program review and planning sessions with program team

Timely Data collection, recording and reporting

- Ensure daily data is collected from supported health facilities including mobile medical, nutrition and protection units (MMNPUs) and entered into database (excel, DHIS2 & NIS), weekly and monthly data reports submitted to Juba office and respective field level stakeholders.
- Ensure printed copies of all standard weekly / monthly reports filed. Keep hard copies of all records in a proper filing order.
- Compile monthly, quarterly or annual data reports to complete internal and external reports.
- Ensure all sector data are properly recorded which will be used as means of verification to ensure quality.
- Ensure all trainings are updated in the training database and training reports shared

Routine monitoring, Accountability and capacity building

- Monitor health facility registers; facilitate availability of missing registers in the health facilities. Monitor the process of registration and data recording of the health facilities
- Conduct data quality check on monthly basis guided by the M&E Specialist
- Update project monitoring tracking template on monthly basis, capture monthly performance on Indicator and activities of all grants in the site. Flag to technical team for measures to be taken in case of under achievement.
- Assess existing data management systems for each sector and identify additional needs.
- Organize M&E capacity building sessions as per gaps identified

MEAL system

- Ensure that different components of the MEAL system are functional and relevant and maintain IPTT to track output, outcome, and impact indicators and their measurement in the different sectors of relevance.
- Support MEAL department in development of databases and data collection tools for all programs by using available technologies.
- Organize and lead data collection activities following the data collection and reporting flow chart put in place for a project.
- Use tools for tracking project's progress and bottlenecks and develop simple



data collection tools based on monitoring indicators.

- Maintain effective M&E system (ensure data collected translates to the M&E Framework/IPTT).
- Conduct regular field visits using checklists and develop monitoring visit reports
- Conduct periodic data analysis and triangulate data from other MEAL exercise.

Community Based Feedback and Response Mechanism (CBFRM)

- Adhere to key concepts and commitments regarding accountability to affected populations (AAP), including IASC CAAP, CHS, and Sphere Humanitarian Charter.
- Ensure that all data collected via the CBFRM has been reported to the manager in a timely manner, by regularly updating the complaints database.
- Support Accountability officer and/or MEAL Coordinator in implementing and monitoring the CBFRM, accountability initiatives, and practices across the Mission.
- Support the implementation of methodologies to consult communities on their preferences based on the operational context.

Techniques for presenting information

- Communicate clearly the findings of monitoring activities and reviews against targets set by the project.
- Compile data and indicators at the project's level for reporting in a clear and concise manner, providing all required information.
- Possess the skills to use PowerPoint to share results of data analysis and monitoring.

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the



employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Personnel Qualifications (special training/experience required) provide 6-11 requirements.

- Degree on Public Health, Sociology, development studies, Statistics or related discipline
- At least 2 years of experience in monitoring and evaluation of health programs
- Experience in analyzing data and reporting
- Excellent oral and written English communication skills
- Excellent oral and written local language communication skills
- Excellent interpersonal skills and the ability to work well in team environment
- Strong analytical skills and problem solving skills
- Excellent organizational and time management skills and a high level of attention to details
- Knowledge on research and data collection methods and familiarity with statistical tools such as DHIS2, SPSS, Epi Info, SMART, STAT 01 and others (at least two).
- Fully computer literate with working knowledge of database and excel spreadsheet applications
- Experience or knowledge of working in refugee, IDPs setting is an asset
- Demonstrated understanding of emergency response activities
- Commitment to and understanding of International Medical Corps code of conduct, aims, values and operational principles.
- Understand key concepts and commitments regarding accountability to affected populations (AAP), including IASC, CAAP, CHS, and Sphere Humanitarian Charter.
- Knowledge of data pitfalls, issues, and strategies for assessing the quality of collected data.
- Knowledge of commonly used probability and purposive sampling techniques and different methods of qualitative and quantitative data collection and analysis.
- Knowledge of descriptive univariate and bivariate data analysis using Excel Pivot tables.
- Knowledge of indicators and their measurement in the different sectors of relevance.
- Understand the concept of participatory monitoring, evaluation, accountability, learning, and needs assessment.



HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office **Plot No 320 Block 3K, 2nd Class Residential areas, Pope Francis Road, Thongpiny Juba, Central Equatorial South Sudan**)

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:
16/June/2023.

Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

Locals are encouraged to apply and priority will be given to them.

We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

