



Christian Mission for Development

Transforming lives, building communities

VACANCY

MOVING MEAL OFFICER - FSL & NUTRITION (1)



CMD South Sudan is a registered non-profit, non-governmental, multi-sectoral relief and development organization working in South Sudan since 2005. It is dedicated to alleviating poverty and to enhance provision of holistic services to reduce human suffering through the provision of health & nutrition, shelter, WASH and livelihood activities. CMD works with partners to reach hard-to-reach areas with very little or no basic services and significantly in regions affected by wars, poverty, extreme hunger and illiteracy.

CMD South Sudan is looking for a suitable candidate to fill the position **FSL and Nutrition Monitoring and Evaluation Officer to do frequent field visits to field locations in Jonglei and Upper Nile States.**

Job Purpose:

The principle objective of the MEAL Officer is to collect and analyze data for feedback into program design and implementation and for project reporting in CMD's Livelihoods programme in Upper Nile and Jonglei States. S/he will work closely with FSL and Nutrition Coordinator, Program Managers, core project and partner staff; representatives from primary stakeholder groups; external consultants and field staff when appropriate.

JOB DESCRIPTION	
Job Title: FSL & Nutrition Monitoring & Evaluation officer	Expected Start Date: March 2020
Reporting to: M & E Manager	
Basic position description: Moves in all locations. Supports field teams in collecting data, analysis and reporting of progresses and completion of project implementation	
Country: South Sudan	Base: Juba and roving to Field locations in Upper Nile and Jonglei States.



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Main Duties & Responsibilities:

Responsibility 1: To strengthen the M&E system and processes of CMD's Livelihood Programme in GUN. By;

- Coordinating the process of developing M&E plans and frameworks; quarterly and annual project reviews, participatory project outcome assessments and routine monitoring.
- Taking part in developing and or reviewing project log frames, particularly in the areas of the objective hierarchy, indicators and building up monitoring mechanisms.
- Supporting development of data collection tools and management of the whole process of data collection, analysis and communication to provide statistics for outcome assessment.
- Reviewing the quality of existing social and economic data on at the implementation sites, which it can provide good comparative statistics for measuring change created by CMD's work.
- Guiding and working with consultants that are contracted to carry out surveys, assessments, evaluations and studies required for measuring project effects and impacts.
- Organising and undertaking training with stakeholders, including primary stakeholders, in M&E skills, including Participatory Review Assessment tools used for problem identification and analysis to facilitate appropriate plan of action to address the real needs of beneficiaries

Responsibility 2: To ensure high standards of Implementation of M&E Activities at field levels. By,

- Guiding the planning and implementation of M&E activities at project level to ensure quality interventions in creating the desired changes in the lives of target beneficiaries.
- Carrying out training needs assessment in the area of M&E for CMD and partners, planning and carrying out trainings to improve the capacity of staff and partners in implementing M&E activities.
- Developing and implementing plans for project-related capacity-building on M&E and any computer-based data management support that may be required.



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- Supporting Project Officers, field level staff and partner staff to implement M&E systems and processes.
- Undertaking regular field visits to support implementation of M&E especially looking at how data capturing tools are being used and to identify where improvements are required and present findings to the FSL and Nutrition Coordinator and M&E Manager.
- Guiding staff and partners in preparing their progress reports. And supporting preparation of consolidated progress reports in accordance with approved reporting formats and timing.
- Guiding staff and partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ensuring that in general, project monitoring arrangements comply with donor agreements and the provisions of such agreements are fully observed during project implementation
- Preparing and joining external supervision and evaluation missions – of donors and other government bodies. This includes analysing monitoring reports as well as furnishing direct personal knowledge of the field situation to brief visitors on such supervisions and missions.

Responsibility 3: To strengthen data collection, data storage, analysis and communication within CMD & with stakeholders. By,

- Clarifying and making known the core information needs of senior management, project level meetings like the quarterly, annual, learning and accountability meetings, Donors and other stakeholders to project managers and staff.
- Guiding the process of identifying, documenting and sharing case studies, lessons learnt best practices and success stories within CMD and externally with donors and peers.
- Monitoring and supporting processes to strengthen communication between CMD, coordinating partners, community structures and beneficiaries.
- Creating and managing an up to date data base on every aspect of each project to make information readily available to management. This includes gathering and storing national and state level data relevant to the work of CMD in South Sudan.
- Ensuring proper hard copy filing of key project documents including proposals, budgets, contracts, MoUs, reports, distribution lists and other key supporting documents that are not on finance documents for audit purposes.



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Responsibility 4: To support programme development processes in CMD South Sudan.

By;

- Participating in programme development activities like contextual analysis review, baseline studies, any related studies when called upon.
- Respecting, upholding, and actively supporting the broader CMD South Sudan development initiatives within the context of implementation sites e.g. Equality, Disaster Risk Reduction, Resilience Building, Advocacy, Program Participants Protection and Capacity building.

Responsibility 5: Work as a team member of CMD program staff, by:

- Establishing and developing effective working relationship with CMD staff, Health and Nutrition Facility staff and community volunteers to ensure teamwork and integration.
- Participating in team decision making, planning and joint activities
- Supporting other projects in your area whenever requested to do so
- Adhering to CMD's programme and other policies on physical and financial resources

Qualifications

Education/Training

Required:

- Degree in statistics or relevant fields.
- Diploma and or short courses in Monitoring and Evaluation

Desired:

- Full knowledge of Livelihoods and Nutrition Programming

Experience

Required:

- Logical framework approach and other strategic planning approaches
- M&E methods and approaches including qualitative, quantitative and participatory
- Planning and implementing M&E system preferably in the field of FSL and Nutrition
- Developing appropriate data collection tools for routine monitoring

Desired:

- Two years as M&E Officer preferably for a Livelihoods and Nutrition Programme
- Working with Partners especially, UN agencies, INGOs, NNGOs, SMoH and CHD added advantage



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- Capacity building of staff and partners in M&E

Technical Skills

Required:

- Data collection, analysis skills using data analysis soft wares especially those specific to Health and DHIS, NIS, EWARs login
- High computer skills – drawing graphs, tables, preparing presentations
- High writing skills including editing documents like reports, proposals, log frames

Desired

- Solid understanding of rural development with focus on participatory processes and gender issues.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, CMD South Sudan** Email it to: cmdhr@cmdafrica.org and copy info@cmdafrica.org **NOT later than 9th March 2020.**
2. The position is open only to **South Sudanese national** and **FEMALE** candidates are highly encouraged to apply.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.