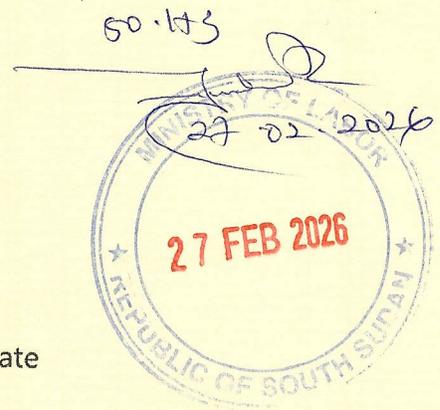




JOB VACANCY - INTERNAL & EXTERNAL

Job Title: MEAL Officer (1)
Department: Programs
Reporting to: MEAL Manager
Base Location: Yei County, Central Equatoria State
Duration: 12 months with possibility of extension



Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.



Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan's fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Job Summary

The Monitoring and Evaluation (M&E) Officer is responsible for designing M&E plans, managing data collection using tools like Kobo Toolbox, preparing reports, and ensuring program and Operations accountability. They play a critical role in tracking project indicators, conducting field assessments, and enhancing project learning.

Key Responsibilities

- **M&E System Development:** Create and implement context-specific M&E plans, logical frameworks (log frames), and performance monitoring plans.
- **Data Collection & Management:** Lead field-level data collection, including Post-Distribution Monitoring (PDM), surveys, focus groups, and key informant interviews using tools like Kobo Toolbox.
- **Reporting:** Compile and submit regular (monthly, quarterly, annual) quantitative and qualitative progress reports, ensuring data quality and accuracy.
- **Accountability:** Establish and manage Complaints Response and Feedback Mechanisms (CRFM) to ensure accountability to project beneficiaries.
- **Capacity Building:** Train field staff and enumerators on data collection techniques, tools, and reporting procedures.



- **Analysis & Learning:** Analyze data to provide actionable information for program improvement and produce lessons learned for effective and efficient project implementation in the future
- **Participate** in any other emergencies and assigned responsibility/duty.

Minimum Qualifications/Experience

- **Education:** Bachelor's degree in M&E, Statistics, Social Sciences, Economics, or related fields.
- **Experience:** Minimum of 3–5 years of professional M&E experience, preferably within a humanitarian or development context in South Sudan.
- **Technical Skills:** Proficiency in MS Office (Excel, Word, Access), data analysis software (SPSS, STATA, Power BI), and mobile data collection tools (Kobo/ODK).
- **Core Competencies:** Strong analytical skills, attention to detail, ability to work under pressure, and experience in emergency settings. Experience in conflict-affected contexts is highly preferred
- **Language:** Fluency in English is required; knowledge of Arabic, Kakwa or local South Sudanese languages is a strong advantage.

Common Requirements

- Experience in conflict-affected contexts is highly preferred.
- Adherence to humanitarian principles and Facilitating Action for Community Empowerment (FACE) -specific policies
- Flexibility to travel to remote field locations.

Desirable skills and Knowledge.

- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Problem-solving and analytical skills.
- Commitment to child protection and ethical standards.
- Ability to work with diverse cultures and in remote and stressful environment.
- Understanding of the humanitarian principles
- Ability to with minimum supervision and taking accountability



Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be reported through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.

How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply"
Only short-listed candidates will be contacted for interviews.

