

Handwritten signature and date: 13/08/2013
Official stamp: Ministry of Labour, Sudan, Directorate of Labour, WBeG

VACANCY ANNOUNCEMENT – MEAL OFFICER X1 (RAJA, WBeG)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for suitable candidates to fill the positions of Meal Officer to be based in Raja WBeG State.

Job Purpose:

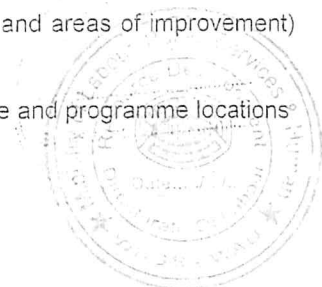
Reporting to Programme Coordinator - BPRM, the MEAL Officer will support implementation of MEAL activities in Western Bahr el Ghazal State, to ensure quality programme information and assessments are available and used to promote programme accountability, learning and improvement. The role will be responsible for the collection and analysis of programme data, needs assessment and result based monitoring of the programme activities to inform programme design, implementation and achieving programme outcomes. In addition, with the support of Programme Coordinator and MEAL Manager, the role will take lead in design, monitoring and implementation of Feedback and Complaints Response Mechanism (FCRM) in WBeG

Main Duties & Responsibilities:

- Guiding the planning and implementation of MEAL activities at project level to ensure quality interventions in creating the desired changes in the lives of target beneficiaries.
- Supporting Project Staff at field level and collaborate with Programme Managers and Sector Leads to implement MEAL systems and processes.
- Undertaking regular field visits to support implementation of MEAL activities and ensure that systems are being implemented according to plan at the field level and communicate any issues or inefficiencies that arise to the Programme Coordinator in a timely and proactive manner.
- Conduct qualitative and quantitative field monitoring of project implementation, and guiding staff and partners on collection of the same from project activities.
- Ensuring that project-monitoring arrangements comply with donor agreements and the provisions of such agreements are fully observed during project implementation.
- Supporting and participating in external supervision and evaluation missions of donors, government bodies, HQ Staff and consultants; guided by objectives of the missions.
- In collaboration with the Programme Coordinator, support team in development of MEAL plan and indicator tracking table for each project.

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- Provide technical support as needed for programme field staff in the collection of activity and output-level monitoring data during activity implementation.
- Maintain an up to date database of each project to make information readily available to management for utilization and decision-making.
- Collaborate with the Programme Coordinator and Sector Leads to update Indicator Tracking Table (ITT) on monthly basis and share with relevant team for progress tracking.
- Guiding the process of identifying, documenting and sharing case studies, lessons learnt best practices and success stories for sharing within Concern and externally with donors and peers.
- Support Programme Coordinator to promote documentation and sharing of programme impact and learning.
- Support the Programme Coordinator and Programme Managers/Sector Leads in the implementation of programme evaluations, assessments, surveys, needs assessment and operations research as required.
- Actively promote sharing of learnings from baselines, end-lines, reviews and evaluations internally and externally.
- Support development of data collection tools and management of the whole process of data collection, analysis and communication to provide statistics for outcome assessment.
- Work with Programme Coordinator and Programme Managers/Sector Leads to support field staff and partners to apply lessons learnt, follow up on progress through monitoring and provide on-going support.
- Ensuring proper hard copy filling 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.
- Support maintenance of Project Toolkits for all projects and the programs in WBeG
- Support preparation of consolidated progress reports in accordance with approved reporting formats and timing, through provision of data and inputs for all the reports (weekly, monthly, quarterly, annual etc. both internal and donor reports).
- Conduct training needs assessment in the area of MEAL for Concern field staff, plan and carry out training for staff in consultation with the Programme Coordinator, to improve the capacity of staff in implementing MEAL activities.
- Track the performance of the project activities and outputs against expected results and provide feedback/recommendations to team to adjust implementation processes to ensure the projects are progressing towards the intended outcomes as guided by the MEAL Plans.
- Conduct support supervision and provide feedback (both positive and areas of improvement) to the project staff
- The role is responsible for ensuring operational FCRM both at office and programme locations



- In Collaboration with Programme Coordinator and Gender/Protection Specialist, develop, organize and deliver FCRM training and workshop for staff and partners as per Concern new FCRM categorization and guidelines.
- Collaborate and support the programme team in community sensitization about FCRM, their right to feedback/complaint, entitlements and ensuring FCRM is accessible to all vulnerable groups.
- Support Programme Coordinator in the establishment and rollout of Community Feedback and Response Mechanisms (CFRMs) in WBEG of Concern programming and accountability guidelines through facilitating community consultations jointly with the programme team.
- Conduct regular field monitoring and safety audits to ensure FCRM is functional and the programme participants are aware of FCRM channels.
- Manage FCRM channels, receive feedback/complaint as per Concern's FCRM guidelines and ensure reporting as per Concern's and donor reporting requirements.
- Ensure all feedback and complaints are consolidated and entered into a central database and shared on monthly basis with focal point in Country Office in Juba.
- Promote safe programming and support Gender/Protection staff in conducting safeguarding risk assessment across programmes and Concern's field offices.

CRM Accountability

In line with Concern's commitments under the Core Humanitarian Standard (CHS):

- Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed; work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behavior is disseminated among programme participants and communities particularly for EWEA beneficiaries.

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Person specifications (Education, experience and technical skills required)

- Degree/Diploma Clinical Medicine & Community health/ Medical Assistant
- 3 Years work experience (at least 1 implementing community intervention)
- Relevant short courses in primary healthcare or nutrition
- Knowledge of clinical skills
- Ability to organize and provide supportive supervision



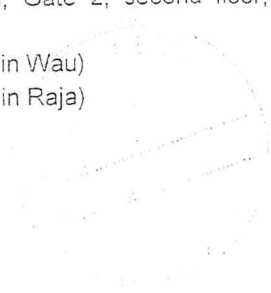
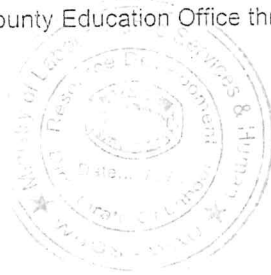
- Work experience in health and nutrition services provision at health facility level
- Experience in working with MoH staff providing capacity building
- Experience as a Clinical Incharge
- Experience in integrated health and nutrition programme
- Clinical skills
- Communication skills verbal and written in English, Dinka or Jur Chol and Arabic
- Facilitation and presentation skills
- Counselling, mentoring and Coaching skills
- Report writing skills
- Ability to talk to patients well
- Managing yourself
- Communicating and working with others
- Delivering Results
- Planning and Decision-making
- Creativity and Innovation
- Influence, Advocacy and Networking
- Change management
- Skills in working with partners and government line ministries

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, anti-fraud policy, conflict of interest and whistle blowing policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to:
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
 - HARD Office located at Sika Hadit, Wau town (applicants in Wau)
 - Raja County Education Office through HARD (applicants in Raja)



Or send via email to vacancies.iuba@concern.net (advert is open from Thursday 22nd August to Tuesday 10th September 2024.

2. The position is a local recruitment and strictly open to South Sudanese nationals from Western Bhar el Ghazal State (WBeG)
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the summary profile and criminal background check forms when submitting your application

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

11 August 2024
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[Signature]
[Circular Stamp: Ministry of Education, Youth and Sports, Western Bhar el Ghazal State, Juba, South Sudan]