

50-H-3
Approved by labor office



Vacancy Announcement

Job Title: M&E/MEAL Officer
Band/Level/Grade: 8B
Department/Location: Multiple (Malualkon/Awdi East)
Schedule/Duration: 6 month with possibility of renewal



BACKGROUND:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure.

IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, and Northern Bahr el Ghazal states. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

Job overview:

The M&E will be reporting to and technically supported by the M&E Manager, the M&E/MEAL Officer works in close collaboration with program teams to optimize monitoring, evaluation, accountability and learning capacities and opportunities of the IRC mission in South Sudan to ensure high-quality programming for the clients we serve and support the global ambitions of IRC Strategy 100, and the Country Strategic Action Plan. The M&E/MEAL Officer oversees, leads and implements MEAL activities of a health programs within the Country M&E/MEAL team

RESPONSIBILITIES:

Leadership and Partnership

- Support all technical aspects and actions of MEAL regarding the health programs (GAVI REACH); respond to program needs; foster high standards and practices for quality data collection, analysis, and reports. Enable accountability to clients, partners, and donors.
- Implement and support MEAL system and approaches in your areas of expertise and foster learning.
- Represent IRC at technical meetings, forums, and other events & build partnerships within IRC and area of expertise.
- Champion access and use of data for shared learning, sound decision-making, and data-informed programmatic adaptations.



Technical Oversight

- Run the MEAL system and processes for health programs in harmony with the MEAL Country and Global Strategies throughout the project cycle which include:
- Collaborate with MEAL and non-MEAL staff to ensure that data is collected, compiled, checked for its quality and completeness in compliance with IRC and donors' standards for data quality.
- Document and share learning, evidence, and data from previous projects to inform project proposal design.
- Implement M&E/MEAL plans, revise (digital) data collection tools, follow-up on processes for online data management, quality checks, and audits, and updating of data visualization.
- Undertake regular analysis of monitoring data and work closely with program officers and managers to facilitate decision-making for real-time program adaptation.
- Produce quality reports and updating dashboards with key findings that foster learning and decision-making and share in project cycle management meetings and team meetings.
- Identify, document, and share client feedback to improve services and results for our clients.
- Support deployment of surveys such as baseline and end line, and the commission of evaluations in coordination with colleagues and partners.
- Support the use of standard mobile data technology and online dashboard to enhance timeliness and quality of data collection, analysis and visualization.
- Join and contribute to IRC's effort in meeting its internal and external accountability commitments through the implementation of sound accountability, client feedback, and response mechanisms.

Human Resources

- Coordinate, lead, mentor M&E/MEAL Assistant(s); foster timely and high-quality achievement, and an inclusive and respectful team climate.
- Promote the growth and development of others in IRC teams and partners: present high-quality technical training and learning material for partners, colleagues, and junior staff.
- Participate in the recruitment and onboarding of M&E/MEAL Assistant, field incentive workers and enumerators.

KEY WORKING RELATIONSHIPS:

Position Reports directly to or in Management in Partnership to: M&E Manager.

Position directly supervises: Assistants and/or enumerators.

Other Internal and/or external contacts:

Internal: Program Manager and Officers, Database Officer, ICT Officer, Partnerships Manager, IIR, Field Coordinator.

External: Beneficiaries, program partner organisations, local and national government.



REQUIREMENTS:

- A technical degree or equivalent - additional relevant work experience may substitute for education.
- A minimum 1 year of working experience in a related field.
- Possess basic technical knowledge of M&E approaches and techniques in some or all of the following areas: Outputs, Outcome monitoring; Theories of Change, Logical frameworks, Data collection, Basic data analysis, Accountability, Client feedback mechanisms.
- Experience in conducting primary quantitative data collection and data entry.
- Basic proficiency and experience with mobile data collection such as Kobo, CommCare, ODK Collect is required, knowledge of Tableau, PowerBI, or GIS software tools are additional assets.
- Good computer skills in MS Office, especially Excel; and Word – with experience in writing reports.
- Self-motivated and pro-active attitude with good organization, planning, and analytic skills, including prioritizing work, multi-tasking, and attention to detail.
- Flexibility and ability to work under pressure and in constantly evolving work environments;
- Demonstrated analytical, systematic-thinking, and problem-solving skills are definite assets;
- A strong understanding of accountability and proven ability to build Client Feedback Systems
- Language fluent in English and Arabic if referred
- Willingness to travel to various field-level offices [40%]

Monitoring & Reporting

- Prepare and submit report on the accomplishment of work as requested and incorporate manager feedback.
- Complete any other duties as required by supervisor/management.
- IRC's finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from the Country Director or other members of the IRC senior management team.

Fluency in oral and written English language is required

Working Environment: 100% deploy in Maluakon

At IRC - we are committed to creating a diverse, inclusive, respectful and safe work environment where all persons are treated fairly, with dignity and respect. In keeping with our core values of Integrity, Service, Accountability and Equality, IRC strives to maintain a work environment built on mutual respect in which all individuals treat each other professionally, and free of bias, prejudice, and harassment.

We acknowledge and honor the fundamental value and dignity of all individuals. We are an Equal Opportunity Employer and consider all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, marital status, veteran status, disability or any other human demographic.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers
- Play a key role in planning and rolling out training of and adherence to MRP in coordination with the MRP focal team/person within the country program.

Standards of Professional Conduct:

- The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Gender Equality:

- IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances

Equal Opportunity Employer:

IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other.

How to apply:

Interested Candidates should submit a CV with three (3) references with a copy of their National ID through Email to SS-HR@Rescue.org Not later than ^{26th}_{30th} May 2022.

NOTE: this position is for south Sudanese national and Only shortlisted Candidate will be contacted and attach photocopies only while original will be asked at the interview panel.

CLEARLY LABEL YOUR ENVELOP/SUBJECT INDICATING THE POSITION YOU ARE APPLYING FOR.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

