



## CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	MEAL Officer
Department:	Program
Location:	Juba- Supporting Pibor
Reports to:	Project Manager
Advert status:	External Advert



### JOB SUMMARY

Provide MEAL support across the program sectors in the field location for the implementation of routine data collection, verification, analysis & reporting, Accountability, periodic evaluations, Surveys & assessments in CARE programs in the field in collaboration with the MEAL Manager.

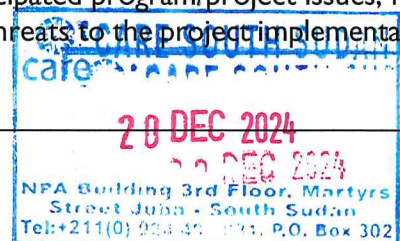
### Roles & Responsibilities Field Programme Support:

#### R1: Data and Information Management

- Work with the project officers and program to ensure all reports are timely submitted.
- Ensure all program documents are loaded up to date in the server; follow up with the program team and partners to ensure all reports, and program-related documents are in the appropriate filling system.
- Databases: Ensure project database are kept up to date including an excel based indicator table.
- Ensure the implementation/compliance of monitoring systems to systematically track project activities and their alignment with project outcomes.

#### R2. Project Monitoring and Reporting

- Support synthesis and dissemination of routine program data and analysis of trends
- Review monthly, quarterly, midterm and final project reports and ensure that necessary corrections have been done by the program staff.
- Support the roll-out of monthly monitoring tools for new program activities Support the creation and maintenance of M&E Frameworks/tools
- Build the capacity of partners on MEAL-related activities through mentoring the project team.
- Develop or advise on monitoring tools and methods for CARE and partners.
- Report/alert to project manager on regular basis on any anticipated program/project issues, risks, implementation status, and any emerging opportunities and threats to the project implementation.



- Support synthesis and dissemination of routine program data and analysis of trends

### **R3. Learning and Documentation**

- Work closely with the communication team through Supporting in documenting and sharing high quality stories of change from the project participants through visual method i.e high resolution photos from the project participant as well as generating quality success stories
- Share project lessons best practices with project staff and partners.

### **R4. Evaluations, Surveys, Assessment AND Accountability to affected populations**

- Support the overall process of Surveys and Assessments including data collection among all program sectors, advising, supporting, and helping practically as and where necessary including support to planning, logistics, participant selection, designing questions, and the selection and training of enumerators and investigate the underlying causes of outcomes observed in CARE surveys.
- Act as a focal point for procurement of surveys, assessments, and evaluation materials in the field.
- Carry out team meetings in all field locations to fully feedback the results of the survey to CARE staff.
- Carry out community meetings in all field sites to feedback results to community members.
- Ensure good coordination and communication with logistics and finance teams in the field on surveys, assessment, and evaluation in the field.
- Act as focal person on the implementation of Complaints and response mechanism (CRM) in the field, in conducting FGD, distribution of Suggestion boxes, field staff and community logbooks and all types of CRM entry points, collection and collation of entries, data input into CRM database and reporting to the CRM implementation teams.
- Communicate to programme sectors on upcoming surveys
- Tracking and updating AC/MEAL on progress of surveys recommendations



### **Required Qualifications**

- • Relevant bachelor's degree in economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- • Minimum of 2 years of working experience and demonstrated practical skills in M&E of humanitarian or development-funded projects.
- Previous experience supporting Gender and Protection related programming
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective measure of progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an added advantage.
- Enthusiastic, flexible, and with the ability to work long hours

### **Desirable:**

- Good coordination, communication, and community facilitation skills





- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Good information management skills
- Good written and verbal communication skills in English,
- Flexible work attitude to manage multiple priorities
- Respecting and valuing diversity
- Must be comfortable working in the field.

#### HOW TO APPLY

The position will be based in Juba. This position is **ONLY open to South Sudanese Nationals**. Opening Date **20<sup>th</sup> December 2024** and Closing date CARE South Sudan receiving application will be **14<sup>th</sup> January 2025**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) Or Hand delivery to juba head office, NPA building Martyrs Street.

#### NB:

- Applications once received are not returnable
- Female Candidates are Highly encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.

**Only short-listed candidates will be notified.**

#### Attention!!!

*CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.*

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

