

VACANCY: DATA/MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING ASSISTANT

Starting Date: 1st November 2025

Department: MEAL

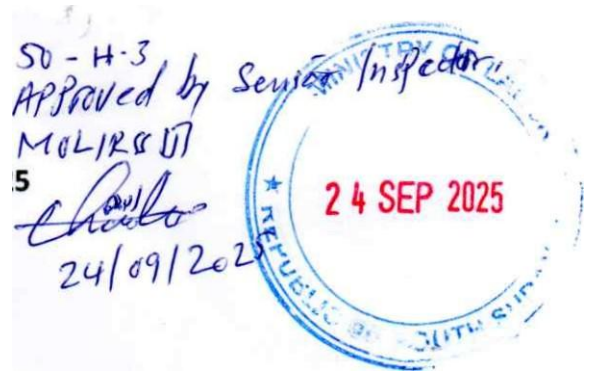
Duty Station: Juba, with travel to field sites

Contract Type: Full-time (100%),

**Application advertisement date:
24/09/2025**

Application end date: 13th / 10/2025

Contract Duration: 10 Months



JOB OVERVIEW

The MEAL/Data Assistant is an entry-level position created to strengthen the organization's monitoring and data systems while enabling the position holder to gain valuable experience. The Assistant is expected to bring new technical skills in Kobo Toolbox and digital data handling, which the organization does not currently have.

This is also a capacity-building role, designed to allow the Assistant to learn by doing. Over the 10-month period, the Assistant will be mentored by the MEAL Manager but will also be expected to self-learn, practice, and take initiative. The role provides practical experience in humanitarian MEAL work while contributing directly to project delivery.

RESPONSIBILITIES

- Kobo Toolbox and Tool Design: Assist in creating monitoring forms, set up Kobo Toolbox surveys, test instruments, and support field staff with troubleshooting.
- Data Management: Collect and clean data from field missions, enter information when paper tools are used, and maintain updated project databases.
- Analysis and Reporting: Help summarize data, prepare charts and tables, and support monthly and quarterly MEAL reports.
- Accountability (AAP): Track complaints and feedback received from the community, record follow-up actions, and provide summaries of trends for review by the MEAL Manager.





- Capacity and Learning: Support field staff and enumerators to use Kobo tools, while also building personal skills through practice and mentorship from the MEAL Manager.

EDUCATION

- Bachelor's degree in statistics or related fields. This is an entry-level position suitable for young professionals or recent graduates.
- Kobo Toolbox knowledge, especially in form design and testing.

EXPERIENCE

- Prior experience in monitoring or data collection is desirable but not required.
- Experience with R or other statistical languages is an advantage

DELIVERABLES

- Kobo Toolbox monitoring tools designed, tested, and functional.
- Clean and updated datasets from field missions submitted monthly.
- Short summaries of monitoring results and feedback trends shared with the MEAL Manager.
- Contributions made to quarterly donor reports (data tables, charts, summaries).
- Documentation of personal learning progress throughout the 10 months.

APPLICATION GUIDELINES

- Applications will be reviewed on rolling basis and the position may be filled before closing date. Consider your application unsuccessful in case you don't hear from us 30 days after the deadline.
- **Interested South Sudanese Applicants Are Invited To Send Updated CV, Cover Letter And Copies Of Academic Documents to narrative.hub3@gmail.com, copied to WhatsApp. +211922009984. No calls please. Include subject line: Data/MEAL Assistant.**
- **Or Hard Copies Applications can be delivered to Narrative Hub —Juba Head Office on Bilpham Road, Before the Funeral Home, Opposite Nile Petroleum.**
- The successful candidate will deal with female survivors and PSEA data. **QUALIFIED WOMEN CANDIDATES** are highly encouraged to apply



Narrative Hub is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with NH PSEA Policy, including appropriate reference checks. Narrative Hub (NH) is a women-led national NGO that provides innovative, community-based, and sustainable approaches to solving South Sudan's intractable problems. The hub strives to influence programming through creating an environment in which positive developments and, thus, positive stories can unfold in sectors ranging from rights, access to justice, protection, and emergency response to protection, education, and livelihood improvement

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