

50-H-3  
Approved  
mol 06/5/2022  
06 MAY 2022



5<sup>th</sup> May 2022

RE: JOB ADVERTISEMENT

Position: MEAL Officer (70% travel to field)
Base Location : Juba
Contract Type: <b>Fixed Term</b>
Closing date: 24 <sup>th</sup> May 2022 <b>4:00 PM</b>
Department: <b>Support</b>
Reporting to: <b>MEAL Coordinator</b>
Line Management Responsibilities: NA
<b>JOB PURPOSE:</b> The role holder will support the regular collation, validation and analysis of project data from a variety of sources, including process and outcome monitoring against project targets. The appointee will participate in regular process monitoring visits while implementation of project at the field to verify reports submitted by project staff and provide technical support around programme Quality and, Monitoring and Evaluation in general. The project will involve routine data collection and process documentation capturing feedback of the right holders as well as primary and secondary stakeholders at all cycle of the project management. Thus collection of evidence i.e. conducting Post Distribution Monitoring, process documentation and Beneficiary feedback surveys would be an advantage. Due to the technical nature of this position, the MEAL Officer requires a solid MEAL background and experience of working in the field in South Sudan.

**KEY WORKING RELATIONSHIPS**

Has regular contact with all staff in the Country Office and Field Offices. Close contact with the Field Coordinators and programme staff in the project locations

**SCOPE AND AUTHORITY**



**MAIN OFFICE**  
IR.SS. Along Unity Road  
Plot No.54, Block B-xvi  
Hai. Cinema, P.O Box 353  
Juba South Sudan  
Tel : 0922680306

**WAU OFFICE**  
Hai Darajat  
Tel: 0916287894  
0929732333

**WARRAP OFFICE**  
Along the Warrap - Akop Road  
Tel: 09126287961

**KAPOTEA**  
Narus Compound  
Diocese of Torit  
Tel: 0921373324

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No.051



**Scope of the Role:**

- The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of justice, humanity, honesty, respect and fair treatment of his/her colleagues and staff;
- The job holders have to observe compliance of core humanitarian standards and IRW compliance in the whole project management cycle (PCM) and share the monitoring findings with the project management team as well as the IRSS management team proactively;

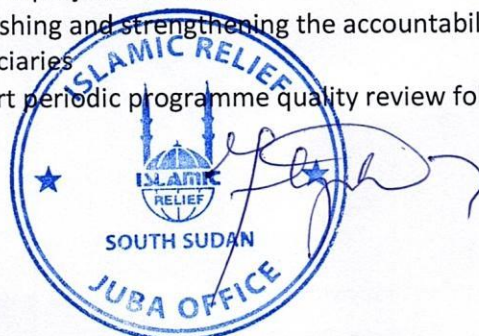
**Responsibility for Resources:**

**MEAL tasks for enhancing resilience for the Tonj North crisis affected populations for WASH, Nutrition Protection, Gender Justice and Social Inclusion portfolios.**

This includes the following:

**Monitoring and Evaluation support**

- Support establishing effective Monitoring, Evaluation, Accountability and Learning system in diverse projects under Water Protection Nutrition in Tonj Northe Crisis Affected people (WAPNUT) portfolios to enhance project performance considering Core humanitarian standard and IRW compliance;
- Support developing and functioning of MEAL plan in compliance with Islamic Relief South Sudan Programme Quality and donor MEAL standards for the projects under WAPNUT portfolios.
- Prepare MEAL tools (qualitative and quantitative) to execute MEAL proceedings according to MEAL Plan.
- Develop and update a tracking system for monitoring output and outcome Indicators.
- Regularly attend technical meetings, and meetings with project stakeholders as required;
- Perform field monitoring visits in accordance with the monitoring plan, and provide technical support as identified through field monitoring,
- Regular collection and analysis of performance data to measure periodic progress and performance against project milestones.
- Support tracking progress of outputs and outcomes through routine process monitoring, result oriented monitoring and different assessments under WAPNUT portfolios.
- Assist in improving and monitoring databases and ensuring that assistance to beneficiaries is timely tracked.
- Provide needful technical support for carrying out studies including baseline, periodic monitoring, evaluation, and research.
- Support coordinating data management (database designing, data collection, data quality assurance, data analysis, data storage, data quality assurance and data protection) of different projects of IRSS.
- Establishing and strengthening the accountability and feedback system with the beneficiaries
- Support periodic programme quality review following IRW Programme Quality Standards.



- Orient program staff and partners on the basic principles and practices of beneficiary accountability;
- Support in conducting need assessment and proposal writing through MEAL framework/MEAL Plans for the projects and in particular drafting of the Log frames.
- Oversee knowledge sharing across teams and ensure that monitoring and evaluation results are understood and used to improve Programmes.

#### **Learning and Knowledge Management Support**

- Support developing and rolling-out learning and knowledge management framework for evidence-based programming through capturing, refinement and documentation of programme knowledge.
- Provide needful information for info-graphs and graphical representation of project outcomes and other research outputs for communications, business development and reporting.
- Support facilitating programme related research and studies commissioned by IRSS.
- Provide required information for IRW global documentation capturing the lessons learned;
- Support development and overseeing of management information systems including insights from IRW Project Accountability and Learning system.

#### **Compliance and accountability**

- Facilitate quality reporting on time to comply with donor requirements for different projects under IRSS programmes.
- Support rolling out application of accountability approaches as per IRW Accountability Matrix.
- Monitoring IRSS's agreed cross-cutting objectives of Gender Equity, Protection and Core Humanitarian Standards (CHS) in overall programme work.
- Support Complaint Response Mechanism (CRM) of IRSS;
- Willingness to perform any other duties as required

#### **MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE**

##### **Qualifications/skills/experience**

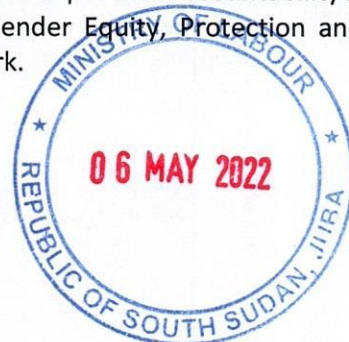
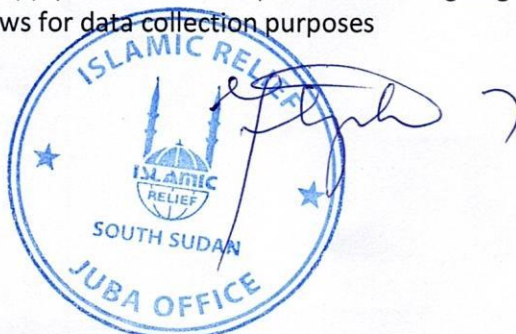
##### **QUALIFICATIONS**

- Bachelor degree in Statistics, Mathematics, or a related Social Science field.

##### **SKILLS**

- At least 2 years of working experience on MEAL and Complaints Response Mechanisms
- Experience of gathering, analyzing and presenting quantitative and qualitative data
- Experience conducting M&E for emergency and development programmes
- Proficiency in English and Arabic; able to contribute to write reports and proposals.
- Proven ability to work both individually and as part of a team
- Good organizational and interpersonal skill
- Knowledge and understanding of Monitoring and Evaluation, particularly in INGOs
- Advanced IT skills, particularly in Excel and statistical software such as SPSS analysis.
- Able to apply research concepts such as designing questionnaires and to conduct structured interviews for data collection purposes

##### **ATTITUDES**



- Understanding of country cultural diversity and respect to others;
- Committed to Islamic Relief Worldwide values and code of conduct;
- Strong interpersonal skills, a team player coupled with capacity building skills & experience, and experience in managing multicultural teams;
- Proactive and takes initiative;
- Willing and able to travel to field locations for up to 70% of role;
- Understanding staff care for humanitarian staff, in particular approaches to welfare, stress, R&R and debriefing;

**DESIRABLE**

- Knowledge of global MEAL standards such as the Core Humanitarian Standards (CHS) compliance;
- Experience working in an INGO in a similar role;
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures;
- Strong sense of initiative;
- Sensitivity to cultural differences;
- Able to build the capacity of others;
- An ability to work under pressure with limited support;
- High level of integrity;

**How to Apply:**

Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to [IRSS.recruitment@islamic-relief.or.ke](mailto:IRSS.recruitment@islamic-relief.or.ke) not later than the deadline of **24<sup>th</sup> May 2022 at 4.00 p.m local time**. **OR** drop a hand delivered copy of their application to **Islamic Relief South Sudan- Country Office** at Along Unity Road, Plot No-54, Block-B-xvi, Hi Cinema, Juba, South Sudan ( Tel:+211 922680306)on or before 24<sup>th</sup> May 2022 at 5pm

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

***Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative***

