



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:	M&E Specialist
Department:	Program
Location:	Juba with frequent travel to Pariang and Pibor
Reports to:	Program Manager/Lead
Advert status:	External Advert
Duration	12 months

JOB SUMMARY

The M&E Specialist will oversee developing the monitoring and evaluation system. This will include developing a framework in line with the project’s Results Framework, designing tools, coordinating data collection, analyzing, documenting progress and findings. The M&E system must have clear data management protocols and be interoperable with the project’s components. The M&E Specialist will also contribute to knowledge generation (success stories) and sharing efforts as part of the broader team. The M&E Specialist will coordinate with the donor’s research team and other relevant stakeholders during the conduct of the impact evaluation.





Responsibilities and Tasks:

MEAL System Design and Implementation

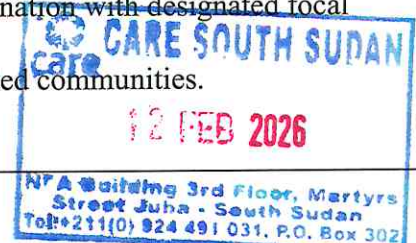
- Develop, implement, and regularly update the project MEAL plan in line with the approved proposal, logical framework, and donor requirements.
- Design and contextualize indicators, data collection tools, and methodologies to measure outputs, outcomes, and impact related to economic opportunities.
- Ensure MEAL systems integrate gender, accountability, safeguarding, and inclusion considerations.
- Coordinate and support baseline, midline, endline, and special assessments in collaboration with program teams and partners.
- Establish clear data quality assurance (DQA) procedures to ensure accuracy, reliability, and consistency of data.
- Align project MEAL systems with CARE global frameworks, standards, and learning agendas.
- Orient and support project staff and partners on MEAL roles, tools, and reporting requirements.

Data Collection, Analysis, and Reporting

- Coordinate routine quantitative and qualitative data collection at field level, ensuring timeliness and completeness.
- Verify, clean, and analyze data to track progress against targets and identify trends, gaps, and emerging issues.
- Produce regular MEAL reports, dashboards, and summaries to inform project management and decision-making.
- Contribute to donor narrative reports by providing accurate results data, analysis, and evidence of change.
- Ensure MEAL data is well-documented, securely stored, and easily accessible for reporting and learning purposes.
- Support evaluations, reviews, and audits by providing relevant data and documentation.
- Work closely with programming and finance teams to ensure coherence between programmatic progress and reported results.

Accountability and Feedback Mechanisms

- Establish and manage accessible, safe, and confidential feedback and complaints mechanisms for project participants.
- Ensure communities are informed about their rights, project commitments, and available feedback channels.
- Track, analyze, and report on feedback and complaints, ensuring timely response and follow-up.
- Support program teams to integrate participant feedback into planning, implementation, and adaptation of activities.
- Monitor accountability indicators and compliance with CARE Accountability to Affected Populations (AAP) standards.
- Support safeguarding and PSEA reporting pathways in coordination with designated focal points.
- Promote transparency and trust between the project and targeted communities.



Learning and Knowledge Management

- Facilitate regular reflection, learning, and review sessions with project staff and partners.
- Document lessons learned, best practices, and challenges throughout the project lifecycle.
- Support adaptive management by translating learning and evidence into practical recommendations.
- Contribute to the development of learning products, case studies, and success stories.
- Promote a culture of learning and continuous improvement within the project team.
- Support knowledge sharing across CARE programs and with external stakeholders where appropriate.
- Contribute MEAL inputs to proposal development and program design processes.

Other Responsibilities assigned.



Qualifications

Required;

- Master's degree in economics, statistics, project planning and management, M&E, demography, statistics, development studies, public administration, international relationship social sciences and a minimum of five (5) years of work experience in statistical analysis, project monitoring and evaluation, including impact evaluation, or
- Alternatively, a bachelor's degree in economics, demography, statistics, project planning and management, M&E, development studies, public administration, international relationship social sciences or any other related field with a minimum of 10 years of relevant work experience in statistical analysis, project monitoring and evaluation, including impact evaluation

Experience/Technical skills

Required;

- Proven experience designing and implementing M&E frameworks, indicators, and data collection tools.
- Strong skills in data analysis, reporting, and learning for adaptive management.
- Experience with donor reporting requirements and logframe-based monitoring.
- Knowledge of qualitative and quantitative data collection methodologies.
- Proficiency in common data tools (Excel, Kobo, CommCare, Power BI or similar).
- Experience supporting learning, accountability, and evidence-based decision-making.

Desired:

COMPETENCIES CARE: Accountability, Communication, Diversity & Inclusion, Integrity, Results Orientation. Functional Competencies: Program Management, Strategic Planning, Staff Management & Development, Donor Compliance, Partnership Management.



HOW TO APPLY

The position will be based in Juba. This position is **ONLY open to South Sudanese Nationals**. Opening Date **12th, February, 2026** and Closing date CARE South Sudan receiving application will be **4th, March, 2026**.

Applications and CVs should be delivered to the **Recruitment link or Hand delivery to: CARE Juba Head Office NPA Building, 3Rd Floor, Martyrs Street Juba, South Sudan**

NB:

- **Applications once received are not returnable**
- **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.**
- **Female Candidates are Highly encouraged to Apply.**
- **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 Women and Girls, equity and diversity

