

External and Internal Vacancy Announcement - AADO

Job title/Position	Senior MEAL Officer
Working hours per week	40 hours
Reports to	MEAL Manager
Employment start date	ASAP
Reporting to position	MEAL Officers
Location	Juba
Closing deadline	2 nd December 2022
Number of positions	One

Introduction

Across Africa Development organisation (AADO) is a Women led national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, women Empowerment, and looking at Health as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe women have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

Job Purpose

The Senior MEAL Officer is responsible for the function of the MEAL Systems. This includes ensuring the effective design and implementation of the M&E Strategy that is in line with AADO's policies and practices; development of an M&E plan and activities sets appropriate monitoring and evaluation requirements for AADO's projects and programmes, and assumes the responsibility for M&E related data collection, collation, analysis and reporting (internal and external). The Senior MEAL Officer ensures that objective evaluations are managed to assess the AADO programme and project relevance, effectiveness, efficiency, impact and sustainability of results and that evaluations are carried out in a credible and systematic manner with lessons and recommendations used for programme/project design.

Key accountabilities

- Assist the MEAL Manager in ensuring high quality information gathering and analysis processes at community, local and national level to inform programme and project designs and drive continual improvement across the programme.
- Assist the MEAL Manager in providing high quality, cutting edge technical input to inclusive programme and project development processes, particularly on logic of intervention (Theory of Change, logical frameworks and MEAL plans), with an emphasis on ensuring sound understanding of how changes happen and sound programme logic and objective setting that is informed by contextual information.
- Support the MEAL Manager during design and managing evaluations processes, including: developing TORs, advising management on approval of final report, dissemination of evaluation findings and recommendations.
- Support the programmes in project planning, monitoring, project reviews and reporting
- Visit field offices as and when required and monitor and evaluate projects' qualitative and quantitative aspect for agreed indicators
- In coordination with Programme Teams and field projects staff, prepare annual plans to meet strategic objectives and monitor and report accordingly.
- Participate in identifying and developing concept notes for new projects and contribute to proposal preparation as assigned;
- Contribute to the development of the programme team by exhibiting positive and productive professional work relationships;
- Ensure all assigned projects have updated work-plan and performance management plan (PMPs) with all approved proposals, regularly reviewing and updating as needed.
- Assist the MEAL manager in reviewing monthly progress reports from projects and ensure they have evidence to back-up and provide feedback to the respective staff.





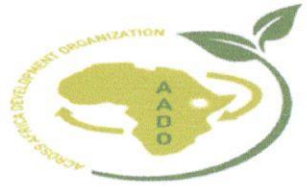
Leading Project Monitoring, Evaluation, Accountability and Learning:

- Assist the MEAL Manager in the development and implementation of processes, methodologies and tools to ensure high quality project/programme reports;
- Assist the MEAL Manager during the develop and implement MEAL strategies (framework and tools) for different projects, to ensure quality and consistent information is available on programme performance and impact;
- Ensure that the Programme is compliant with internal reporting requirements, including Output Report and lead on the establishment of an improved beneficiary data management system;
- Support the MEAL Manager in strengthen M&E unit competences, identify and conduct relevant research activities as and when required;
- Participate in identifying and developing concept notes for new projects and contribute to proposal preparation as assigned;
- Conduct impact assessments, baseline studies surveys and need assessments with Programmes for identifying future project opportunities;
- Consolidate internal monthly monitoring reports to quarterly and annual reports for internal and external use as necessary;
- Participate in professional training, workshops/seminars and development activities as necessary;
- Provide monthly consolidated information about programmes to Executive Director, and Programme Team;
- Manage tablets used for data collection, ensuring proper functionality, timely upload, and requesting for maintenance or replacement when needed;
- Develop and continuously update accountability strategy and lead on implementation of programme wide feedback and complaint mechanisms in line with AADO and Core Humanitarian Standards (CHS). Share information with programme teams and field level MEAL team lead the delivery of Country Programme knowledge sharing events and processes, focusing on learning and continual improvement;
- Support the design and manage evaluations and different assessments in compliance with AADO's evaluation policy, from development of TOR, advising management on approval of final report, dissemination of evaluation/assessment findings and recommendations with intended audiences;
- Support the project team in extracting lessons learnt and good practices and documenting case studies which demonstrate qualitative and quantitative changes Capacity building for partner and AADO staff;
- Ensure effective and appropriate capacity building for field based AADO staff or teams on skills and competencies necessary to deliver high quality MEAL;
- Perform other duties as necessary.

Skills and Competence

- Experience of being accountable to beneficiaries and to donors for quality programming
- Experience of resilience and humanitarian work in NGOs, and an understanding of Food Security and Livelihoods, Gender and protection, and gender needs Extensive proven field experience in diverse contexts
- Strong interpersonal skills and ability to communicate in and English clearly both verbally and in writing and with all levels of staff; excellent coordination and influencing skills
- Systematic and organized in approach, with ability to work on own initiative
- Strong Monitoring, Evaluation, Accountability, and Learning skills and qualifications; specific and proven knowledge and experience in the definition and implementation of MEAL system in emergencies and development
- Proven experience in using statistical software's such as KOBO and practical experience in integrating ICT with MEAL are a plus.
- Proven knowledge of computerized systems; conversance with Microsoft power points, and word processing and spreadsheet skills.
- Experience in and the ability to train people.
- Potential and flexibility of attitude to learn.





Working Contacts:

Internal to AADO: Senior Program Manager and Programme team and other departmental staff. Has the coordination responsibility for the program team in Juba and provides technical support to programme and project staff in the field offices.

External to AADO South Sudan: Local authorities, right holders, community members and external auditors.

Person Specification:

Skills and Abilities:

- Excellent communication and leadership skills, including a proven ability to be flexible in demanding situations.
- Capacity to work independently and as part of a senior management team
- Ability to analyse information, evaluate options and think and plan strategically.
- Strong organizational skills including the ability to plan, prioritize and ensure implementation of work to required standards.
- Excellent personnel management skills, with the ability to lead a multi-disciplined, multi-cultural team and instil a learning culture in others with a commitment to capacity building
- Fluency in written and spoken English.
- Commitment to and understanding of AADO's mission and values.

Desirable:

- Prior work experience in a high-profile crisis or conflict setting

Application Procedure:

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department aadossd.hr.recruitment@gmail.com before 5:00 PM on December 2, 2022 with the subject line Admin & HR Assistant. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Across Africa Organization office allocated opposite Ani pass Pharmacy on Gudele road, about 500 meters from the main road. It is near the administrative office for Upper Nile University.

