



Save the Children

8 August 2024

Re-Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Meal Coordinator

Location: Akobo (Relocatable)

Reports to: Area I Meal Manager

Contract Period: 12 Months

CHILD SAFEGUARDING:

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.

The Monitoring, Evaluation, Accountability & Learning (MEAL) Coordinator will work as a field level Coordinator in emergency. The MEAL Coordinator will be expected to lead on MEAL system implementation including monitoring, accountability initiatives, support evaluations, compile lessons learnt, MEAL budgeting and recruitment. The post holder will be expected to mentor and/or capacity building existing country programme staff

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically



- Collaboration:**
- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
 - Values diversity, sees it as a source of competitive strength
 - Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency.

QUALIFICATIONS

- Bachelors in Statistics, Development studies, social science, Public health, Education or relevant field

KEY AREAS OF ACCOUNTABILITY:

Programme Support at field level:

- Set up simple systems to manage information generated by MEAL activities, such as complaints databases. Conduct simple data analysis and present and disseminate information to inform programme management.
- With support from senior MEAL and programme staff, with the HR team, identify MEAL staffing needs for emergency programmes, and support rapid recruitment, induction, performance management and training.
- Chairs periodic Cash Consortium MEAL sub-working TWG meetings
- Designs baseline, safety audit, PDM and end-line MEAL tools and generates the reports.
- Presents the Baseline, PDM, end-line and safety audit reports in Cash Consortium CMU, CWG and CCD network forums.
- Provide operational and technical guidance and supervision to cash consortium MEAL teams across the consortium target locations to ensure they have clear objectives and received regular support and supervision and expected to manage the overall MEAL operational matters in the intervention areas.
- Generates and document learnings and disseminate through CWG, CCD network and Cash Consortium meetings.
- Design and implement appropriate accountability and CFRM mechanism across cash consortium operational areas.
- Conduct Regular Quality Benchmarks monitoring activities across cash consortium operational areas.
- Prepare monthly; quarterly plan in close consultation with the government and Save the Children staffs (particularly nutrition and FSL staffs), MEAL team and other stake holders
- Update detailed work plans of field monitors with project implementation and ensure this is used by the whole project team to monitor project progress towards completion
- Coordinate meal project activities with Nutrition, protection, gender team based in Akobo towards creating linkages with the ongoing nutrition project and other projects in the target areas to ensure complementarity and maximizing impacts



- Ensure that beneficiary targeting, and identification mechanisms are stipulated to the criteria by working jointly with Nutrition PM and nutrition staff at facilities level
- Ensure target beneficiaries have received adequate information about the project, objective, roles and responsibilities, and entitlement by types and quantity in a transparent manner and timely.
- Ensure that established protocols for communication and management arrangements are followed by the project team
- Develop and submit periodic standard reports: monthly updates, quarterly reports, interim and final reports
- Work closely with FSL, Nutrition, and MEAL focal points on creating enabling environment for addressing potential complaints, conducting assessments and learning from the process (feasibility and risk analysis, cash delivery mechanisms, baseline, post distribution monitoring, KAP, end line) capturing evidence based on good practices, and organize platforms for learning and sharing experiences to other partners
- With support from the Lead MEAL Adviser and/or other senior programme staff, identify MEAL supply needs and coordinate with the logistics team to ensure materials arrive in good time.
- Support coordination of needs assessments, ensuring assessment findings are documented and include an analysis of children's needs. Lead development of SC programme baseline surveys where required.
- Implement accountability mechanisms at field level, e.g. complaints and feedback response mechanisms – assessment, design, implementation, and review. Implement activities to raise awareness of prevention of sexual exploitation and abuse and handling of serious complaints in line with child safeguarding policy.
- Support technical sector specialists to ensure that projects are carried out with participation from all disaster-affected communities (including children), that information is shared with affected communities (through traditional and high-tech solutions) and that they solicit and respond to community feedback.
- To ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct.

Capacity Building:

- Identify learning and training opportunities for MEAL staff and work as a mentor for less experienced staff.
- Conduct training and awareness raising activities for operations and programme technical staff at field level regarding MEAL priorities and quality standards.

Representation & Advocacy & Organizational Learning:

- Ensure that Save the Children's work is coordinated with efforts of other agencies and Government, and support Interagency Coordination forums, advocating for the specific needs of children. This may involve supporting coordination working groups. Participate in Interagency coordinated joint MEAL activities (for instance, inter-agency RTEs).
- Support senior technical specialist with learning activities. For instance, support planning of After-Action Review workshops, prepare lessons learnt reports and conducting accountability mechanism pilots.
- Contribute to communications and media work as required.

General:

- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

SKILLS AND EXPERIENCE

Essential:



- 2-3 years of experience of working experience internationally/Nationally in humanitarian programmes
 - Education Bachelors in Statistics, Development studies, Social science, Public health, Education or relevant field
 - Experience in managing a consortium
 - Significant experience of undertaking a MEAL related role in a humanitarian context
 - Previous experience of managing a team and managing projects
 - Experience of, and commitment to working through systems of community participation and accountability
 - Demonstrated strong monitoring and evaluation skills, including planning/participating in evaluations
 - Experience of training and capacity building
 - Some experience of representation and ability to represent SC effectively in external forums.
 - Knowledge of institutional donors and experience of developing proposals
 - Ability to write clear and well-argued assessment and project reports
 - Excellent communication and influencing skills
 - Politically and culturally sensitive with qualities of patience, tact and diplomacy
 - A high level of written and spoken English
 - The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
 - Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support
- Desirable**
- Experience or knowledge of working and living in relevant regions/contexts
 - Knowledge of consortia working
 - Experience in both implementation and design desirable
 - Experience with beneficiary communications desirable
- Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly



Application Information:

Please attach a copy of your CV and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR T Technical support.

Deadline for submitting applications: 27th, August 2024.

Cc: Mollobadvert@gmail.com;(National Ministry of Labour email Address Juba)



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08/08/2024
RRC coordinator
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