



JOB ADVERTISEMENT

MEAL SUPERVISOR

Duty station: **UNITY STATE/RUBKONA (with frequent travel to Project locations)**

Number of positions: One (1)

Date Issued: 22/02/2024

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

Goal / Purpose:

- The Monitoring, Evaluation, Accountability and Learning (MEAL) Supervisor, under the supervision of the Field coordinator and functionality of the MEAL manager, support the MEAL manager to provide methodological and technical support to teams to ensure the quality of MEAL tools in projects and programmes, thus working within the framework established by the MEAL department.
- As he/she is the focal point for collection and documentation of monitoring and evaluation information. Supports the programme teams through monitoring, data collection, data processing, mapping, and analysis of the information as required, that's ensures that MEAL approaches, methods, tools are relevant and consistent across SI programmes and partner organisations, and he/she helps plan and implement activities requiring specific MEAL expertise.
- He/she provides technical support and training to the field staffs in charge of data management and monitoring, participates to the roll out of the accountability framework and contributes to internal knowledge building.

II. Responsibilities and Tasks:

Monitoring and evaluation

- Support in the developing and implementing monitoring plans that are consistent with the organization's orientations for projects.



- Contribute to the revision of monitoring and evaluation tools and train program team on design and proper use of these tools, while ensuring SI procedures are respected.
- Participate in data analysis and writing of monitoring and evaluation reports, thus ensures ethical principles related to MEAL are respected, especially those concerning gender equality, fairness and “do no harm”. Protects confidential data, applies the principles of informed consent, processing, analysis, and use of MEAL data.
- Contribute in ensuring the quality of implemented WASH project through reporting follow up, results monitoring, context monitoring, lessons learned and knowledge management, tools development and trainings
- Ensure that the activities are meeting qualitative standards and proposal expectations

Accountability

- Support to establish, implement and monitor the beneficiary Feedback Complaint and Response Mechanism (FCRM) for programme in line with SI standard beneficiary FCRM procedures; including receiving, documenting and managing complaints through feedback sessions, in writing and in person.
- Supervise and support the Feedback, Complaint and Response Mechanisms Assistant (FCRM-Assistant)

Data management and mapping

- In relationship with teams in charge of database management on the bases, centralize and organize all data on program.

Institutional Knowledge Building

- Follow up on the Internal Knowledge Building plan and provide data for IKB documents (activity forms etc.)

Human Resources management

- Participate in validating recruitment of his/her team
- Train his/her team members to use and maintain the available tools correctly

Reporting / communication / representation

- Draw up and submit a weekly task report (which should include progress made by the team) to his/her line manager.
- To prepare quarterly analytical report, reflecting project progress against the overall project target.
- Ensure that tools and files are properly archived and secured



The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

III. Preferred Skills:

- Diploma or Degree in Monitoring Evaluation Accountability and Learning (MEAL) and/or Programs
- **Good knowledge and experience of working with local communities, authorities and partner agencies.**
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken) mandatory. Local languages are a plus.
- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
- Knowledge and experience of Kobocollect (Mobile data collection) is mandatory.

Line manager: Field Coordinator

Contract: fixed-term contract of 6 months' subject to funding.

Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary : according to SI salary scale

Position open to applicants nationwide, local applicants (Rubkona County) are highly encouraged to apply.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** at Hai Cinema, Juba, or Solidarités International's office in Rubkona (Humanitarian Hub), Malakal Humanitarian Hub, Solidarités International's Office in Melut, Renk, and Kodok.

You Can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 12/03/2024. Due to the Emergency nature of the position, Applications will be checked on daily Basis. Any Application sent after this date will not be considered.

Women with the required skills are highly encouraged to Apply.

Only qualified candidates will be contacted.

