



JOB ADVERTISEMENT

POSITION: MEAL OFFICER (1 POSITION)
LOCATION: Aweil Town, Northern Bahr El Ghazal State
STARTING DATE: ASAP
Application deadline: 31st May 2021 @ 5PM.



Background on Tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's South Sudan Programme is looking for a suitable South Sudanese candidate for the position of MEAL (Monitoring, Evaluation, Accountability Learning) Officer to be based in **Aweil town, Northern Bahr El Ghazal State**

MAIN PURPOSE OF THE JOB

The MEAL Officer is responsible for supporting and Strengthening , monitoring, Evaluation, Accountability and Learning for the DRA Innovation Project. The role will assist the WASH programme team and partners to lead studies/Research, Manage data, Strengthen community engagements, established feedback, complaint and response mechanisms, and oversee the project implementation for both Tearfund and its partner(s). The incumbent is responsible for ensuring that effective monitoring systems are in place to ensure that Tearfund's is responsive to context and agile to respond to best practice. In addition, S/he will ensure that Tearfund's work is meeting Tearfund's Quality Standards and international standards, working closely with all field staff and the Monitoring, Evaluation, Accountability and Learning Manager based in Juba Country Office. The role will require significant travel to field sites in the operational area.

1. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model Godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.

- To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
- To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
- To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

2. POSITION IN ORGANISATION

- Grade: B1
- Reports to MEAL Manager - Juba for day to day activities in the operation area.
- Matrix reporting to the Programme Manager based in Aweil and will Work collaboratively with other projects and support staff in the field.
- Work with Tearfund staff in Aweil to monitor the quality and status of the implementation of project objectives as articulated in the project proposal.

Design, Monitoring, and Evaluation

1. Strengthen Monitoring and Evaluation systems at the field level.
 - Develop results matrices, targets, indicators and Weekly/ monthly tracking of results for each component of the project.
 - Strengthen Field Level MEAL systems Monitoring of the project implementation
 - Support in data Management (Qualitative and Quantitative data) and analysis , Reporting that align with the project portfolio.
 - To support project the to undertake research/studies
 - Guide the project team in conducting, Quarterly, bi-annual and annual project/Programme review meetings, and documentation actions points.
2. Capacity Build Tearfund and partner staff
 - To identify staff capacity gaps and provide relevant capacity building, advice and support.
 - Train the Project staffs in all programme/Project related MEAL identified gaps
 - To Provide technical support to Tearfund staff on project design.
- 3.Undertake and support sustained monitoring
 - To ensure Tearfund Quality Standards and Core Humanitarian Standards are applied where appropriate in programmes and projects.
- 4.Provide technical support in documentations of learning lessons and reporting to the Field team as well as the Tearfund South Sudan Programme team
 - Responsible for documenting and production of best practices, lessons learnt and success stories.
 - Support in compilation of Weekly, Monthly, Quarterly, and annual reports of internal (Quarterly and Annual reporting) and external purposes (donors and supporters facing communications materials and reporting).
5. Strengthen Accountability to the Affected Population.
 - Enforce and monitor the project's plan for accountability to the affected population
 - Document and support Project team to respond to the feedback from the affected population
 - Use the feedback from the programme affected peoples to inform programming at field level.

4.2 CORPORATE POLICY AND COMPLIANCE

- Promote and adhere to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Works within Tearfund's requirements and policy.

4.3 EXTERNAL REPRESENTATION

- Attend relevant inter-agency coordination and cluster meetings as required.
- Represent Tearfund in external MEAL related forums where relevant.

Spiritual Leadership

- Support staff's spiritual wellbeing and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

Good Practice and Institutional Learning

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice.
- Identify and clearly document key lessons learnt through the implementation, reviews and evaluations of the food voucher project and any other related project
- Encourage learning from sector staff and beneficiaries; identify and document case study themes, beneficiary/human stories.
- Coordinate the exit process and ensure finalization of all procedures within 2 weeks to a month.

Administration /Programme Support

- Work with management to ensure all aspects of project operations are in compliance with host country and donor legal, contractual and statutory requirements.
- Maintain an effective filing system for storing project documentation in accordance with Tearfund standard procedures.

Job title: MEAL officer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Bachelor's Degree or equivalent qualification in Economics, Statistics, development studies, Social Work or other relevant course 	<ul style="list-style-type: none"> Postgraduate Diploma, Certificate in M & E or Project Management
Experience	<ul style="list-style-type: none"> NGO field experience in a similar position: programme support, development, or M&E. Proven experience in conducting needs assessment, baseline surveys, tabulating them, and data analysis Experience in Project Cycle Management (Including Theory of Change, logframe development and M&E). Delivering capacity building, support and advice to others Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. 	<ul style="list-style-type: none"> Proven experience in Monitoring and evaluation in insecure and remote environments. Project implementation experience. Working to the Core Humanitarian Standards Working in insecure environments Experience using electronic data gathering tools (Poi mapper, Kobo etc.)
Skills/Abilities	<ul style="list-style-type: none"> Excellent English language, written and verbal communication skills Excellent organisational and administrative capacity Qualitative and Quantitative data collection and analysis skills; Data base Advanced Microsoft Word, Excel, PowerPoint Problem solving skills Ability to learn quickly Strong interpersonal and team skills 	<ul style="list-style-type: none"> Knowledge of GIS tools and approaches Knowledge and application of data analysis tools (e.g. SPSS, Epi Info, statistical packages)
Personal Qualities	<ul style="list-style-type: none"> Committed Christian Emotionally and spiritually mature. Team player Understanding and sensitivity to cross-cultural issues. Flexible and adaptable to ever changing environments. Ability to remain calm under pressure. Diplomatic and respectful Willingness to travel and live in basic conditions. An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement. 	<ul style="list-style-type: none"> Contributing to a Christian church.
OTHER COMMENTS:		

- All roles require a DBS/Police check
- Tearfund is a member of the SCHR Misconduct Disclosure Scheme
- Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter only in English as well as **TEARFUND APPLICATION FORM** which can be collected from the HR Department at Tearfund offices in Aweil and Juba respectively- detailing your experience for the post and include daytime telephone contact to **Tearfund Aweil Office** in Mathiang behind university of NBG ground.

The closing date: 31st May 2021 at 5 PM.

Only shortlisted candidates will be contacted for interviews.

Those applicants who wish to send their applications via email are kindly requested to submit through below email addresses: southsudan-recruitment@tearfund.org

Approved by Labour *Heir*

