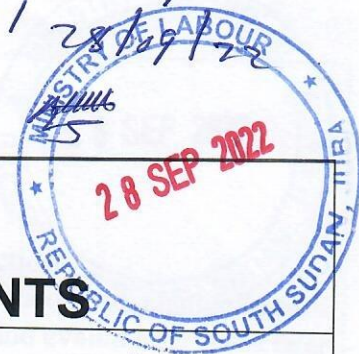


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Approved by  
MOI 28/09/22



## VACANCY ANNOUNCEMENTS

### PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps began programming in Sudan in 1985, and has been operating in states of what is now South Sudan since 2005; operations have continued since the independence of South Sudan in 2011. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development, especially with the eruption of violence in December 2013. Mercy Corps South Sudan's priority areas are food security and livelihoods (focusing on cash assistance, market-based solutions in agriculture and economic development), WASH and Education. Mercy Corps has been implementing project which combine agricultural, economic development, WASH, Education and other humanitarian interventions to tackle the convulsive crises affecting vulnerable communities. Mercy Corps has worked to build relationships with local government and other actors, which has enhanced our understanding of local contexts and the multiple stakeholders involved.

**Vacancy: MEL Specialist**

**Reports to: Program Manager**

**Duty Station (Relocatable)**

**Start Date: ASAP**

**Duration: 16 Months.**

**Deadline of Application: 14<sup>th</sup> October 2022.**

### GENERAL POSITION SUMMARY:

The MEL Specialist will perform an integral part of the ELACAP VII team, providing technical guidance and management of MEL activities across multiple WASH ELACAP program locations across Unity State counties of Koch, Panyijiar and Rubkona. The specialist will support data collection, analysis, and reporting for all WASH ELACAP activities. s/he will oversee data collection via a variety of tools and methodologist for the program activity results tracking, reporting and adaptive learning including developing additional MEL tools to conduct formative research, baseline assessment and needs assessments, data quality assessments. The holder is expected to travel frequently to the program field sites to coordinate with program teams to ensure MEL procedures and standards are followed through out the activity cycle. Reporting to the Bentiu based Program Manager, the MEL specialist will work in coordination closely with the MEL Manager, project managers, field MEL officers/Assistant and field sites leads for WASH ELACAP VII activities.





## **ESSENTIAL JOB FUNCTIONS:**

### **Program design**

1. Support at design programs country strategy based on best practices
2. Provide support at the design stage of program for setting theory of change/logical framework with defined indicators to facilitate the monitoring and evaluations at the later stages.
3. Support the development or program proposal particularly performance monitoring plans and MEL sections
4. Provide evaluation feedback on program documents.

### **Monitoring**

5. Work with the MEL and program teams to developing data collection tools and MEL plans
6. Implement data quality assurance procedures that include but are limited to spot – checking data in the field and cross-checking data from multiple source documents.
7. Maintain, manage, and organize all program data in hard and soft copies.
8. Review project targets and milestones, as well as harmonize MEL approaches and develop joint monitoring tools for all projects
9. Enter program data into databases accurately and in a timely manner and ensure that storage systems are secured.

### **Evaluations**

10. Facilitate external evaluations by working with partners and staff in reviewing terms of reference (TOR), competitive selection of consultants or firms, helping to facilitate inception meeting, provide background documents to consultants or firms, work with program team and partners to facilitate field visits and support the review of evaluation report including debriefing meetings and sharing of findings and recommendations for learning.
11. Facilitate joint monitoring and evaluations visits at the field level with partners, technical team, and donors.

### **Learning**

12. Help implement including facilitation of collaborative efforts assisting learning with learning activities and identifying ways to adapt and track the status of actions items.
13. Facilitate learning activities such as pause and reflective sessions in collaboration WASH ELACAP program manager, project managers, program team and external stakeholders to support the identification, analysis, and synthesis of learning from WASH ELACAP VII activities
14. Facilitate conduct of learning events in the form of after-action review (AAR) to allow team members and leaders to discover what happened and why informing both successes and challenges for future programing



### **KNOWLEDGE AND EXPERIENCE:**

- University Degree in Social Sciences, Community Studies, Social Work, Project Management and Development.
- At least four to six years' work experience with an NGO in MEL or data management/CARM
- Experienced in conducting post distribution monitoring (PDM), Surveys, evaluations, comprehensive data management and analysis skills, using either MS Excel or STATA, ONA
- Reporting experience with strong analytical skills and proven ability to work against tight deadlines.
- Comprehensive with MS Office; including MS Excel, excellent filing, and organizational skills.
- Proven experience in developing or contributing to accountability frameworks, standard operating procedures (SOPs) for feedback mechanisms
- Experience handling sensitive information
- Must be analytical and detail oriented.
- Must be able to work independently, in team, show initiative and leadership.
- Good spoken and written English, Arabic, and local language an added advantage.
- Previous experience in the areas of WASH preferred.

All applications will include CV, and all relevant copies of official documents, should be submitted in person in **Mercy Corps Juba and Bentiu Office**.

Or by email: [ss-apply@mercy Corps.org](mailto:ss-apply@mercy Corps.org) or [bandrew@mercy Corps.org](mailto:bandrew@mercy Corps.org)

