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APPROVED
Labour HQ
8/8/2021



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JBA-2021/08/6/001

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	MEAL Officer
Reports to:	Emergency Protection Team Leader
Duty Station:	Juba with travel to the field
Contract Type	6 months with possibility of extension depending on funding
Eligibility:	South Sudanese Nationals Only.
Employment Start Date:	15 th September, 2021
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	26 th August 2021, 5:00 PM, EAT

Overall purpose of the role:

In response to the evolving context of South Sudan, DRC is enhancing mobility and emergency response capacity through increase in mobile teams to address protection risks through protection-entered multi-sector assistance. The MEAL Officer – MRT, based in Juba with frequent deployment across South Sudan on post-implementation monitoring missions, supports the mobile response team to conduct high-quality and frequent monitoring, evaluation, assessment, and learning (MEAL) activities, ensuring high-quality and relevant assessments as well as continuous programmatic and operational adaptations/improvements in accordance with monitoring findings. Within the MEAL unit for the MRT, the MEAL Officer takes the lead in developing new tools, proposing adaptations to standard operating procedures, making recommendations

based on monitoring findings and following up on implementation of agreed programmatic and operational adaptations.

Responsibilities and Tasks

Monitoring:

- Adapt/revise tools for rapid, remote, and post-implementation monitoring for protection, SNFI, CCCM, and WASH teams and upload into KOBO ensure their proper use by implementing teams.
- Support in developing new monitoring tools and possibly approaches/modalities as needed and requested by Emergency Team Leader
- Support in post-implementation monitoring missions including developing monitoring framework, ensuring tools are adapted and recruiting and supervising enumerators, and conducting own data collection.
- Support in conducting qualitative and quantitative data analysis (SPSS/excel) and draft monitoring reports.
- Support teams to implement standard operating procedures and minimum standards outlined in the MRT Monitoring Handbook through ad-hoc guidance and support.
- Regularly update all the program indicator performance trackers
- Ensure that different components of the MEAL system are functional and relevant and maintain Internal Project Tracking Tool to track output, outcome, and impact indicators and the measurement in the different sectors of relevance
- Regularly update the MEAL database with indicator achievements.

Evaluation:

- Support in third-party evaluations organized for the MRT as needed and requested by line manager, for example through compiling data for evaluations, logistical support, and input into evaluation design.
- In collaboration with other MEAL specialist, facilitate field-level learning events to capture, document and disseminate lessons learned for internal and external purposes.

Assessment:

- As needed, support in revision, adaptation, and development of new assessment tools.
- Support in uploading of assessment tools to KOBO.
- Conduct quantitative analysis of assessment data (SPSS/excel)

Learning:

- Lead debriefings to present findings and key recommendations from monitoring exercises.
- Input into three-monthly monitoring handbook review meetings and suggest improvements/changes to MRT MEAL procedures and policies.
- Update lessons learned tracker and support Emergency Team Leader & Emergency Manager ensure recommended changes are implemented.
- Work with MRT managers to ensure Mission Follow-Up tracker is regularly updated.



Post-implementation monitoring missions:

- Act as team leader during monitoring missions, including coordinating logistics, ensuring that standard mission preparation procedures are followed and that safety procedures are adhered to during deployment.

Data Management

- Conduct periodic data quality audits to assess the quality of collected data for Indicators.
- Mitigate data pitfalls, issues, and ensure that strategies for quality data are in place.
- Report data quality issues to the Emergency Team leader.
- Adhere and implements to the fundamental concepts of data quality in all MRT beneficiary databases and indicators.
- Assess the quality of collected data for indicators.
- Provide supportive supervision on data quality at community-levels.



Data entry:

- In collaboration with colleagues, ensure data from assessments, responses, and post-implementation monitoring exercises is entered into the correct databases within one week of receipt.
- Ensure that appropriate security measures are taken to prevent unauthorized access to data, in accordance with DRC policies and guidelines.
- Ensure DRC MEAL database is regularly updated and that programmatic reports and data is archived appropriately
- Act as focal point for MRT SharePoint and capacity-build colleagues to use this correctly.

Accountability

- Together with DRC MEAL specialist, support in identifying and documenting appropriate accountability mechanisms for adoption by programs.
- Participate in the implementation of DRC's Feedback, Complaints and Response Mechanism (F-CRM)
- Ensure that the components of accountability to the affected population (AAP) is mainstreamed in MRT activities.

Experience and technical competencies: (include years of experience)

Essential:

- University degree in statistics, economics, social sciences or related discipline
- A minimum of 2 years of MEAL experience within the humanitarian or NGO field.
- Demonstrated experience translating log frames and results frameworks into monitoring plans, developing data collection tools and protocols, leading data collection and management process, designing and managing databases, and analysing data.
- Proven technical skills in monitoring and evaluation and experience with both qualitative and quantitative data collection and analysis.



- Excellent analytical, presentation, and report writing skills.
- Experience using software applications such as Excel, Access, or statistics software such as SPSS, STATA.
- Previous experience with electronic or mobile data collection
- English Language is required and knowledge of other local languages, Arabic, Dinka, Nuer is desirable.

Desirable:

- Proficiency in Kobo collect
- Good familiarity with protection principles and humanitarian Protection, SNFI, WASH, and CCCM programming.
- Knowledge of DHIS 2 database.



<p>Education: (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> ▪ Minimum BA in any relevant discipline 	<p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> ▪ Excellent level of English, both spoken and written ▪ Good level of Arabic (Juba Arabic) 	<p>Key stakeholders: (internal and external)</p> <ul style="list-style-type: none"> ▪ Emergency Team Leader (MRT) ▪ MEAL Specialist - MRT ▪ MEAL Officers ▪ Mobile Protection, WASH/SNFI, CCCM Managers





How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo.

OR

Submit your hard copy application to the Human Resource department to the attention of **HR/Admin Officer DRC-DDG office in Juba OR any nearby DRC Office**. Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

NOTE:

Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.comms.southsudangoforum.org> for other suitable opportunities.

