

JOB PROFILE



JOB TITLE: MEAL Officer	
DIVISION / DEPARTMENT / LOCATION: National/Rumbek/ South Sudan	JOB FAMILY: Programme
SALARY:	LEVEL Dz2 : National
DURATION:	Till: Sept 30th 2022
<p>OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering.</p> <p>JOB PURPOSE: To ensure the implementation of a complete and coordinated MEAL of the Oxfam response and or / project. The MEAL officer will support the program in Pibor to define and implement a coordinated mechanism, based on the proposed Minimum MEAL standards, in an efficient manner.</p>	
<p>REPORTING LINES: Post holder reports to: Program Manager</p>	
<p>Staff reporting to this post: None</p>	
<p>BUDGET RESPONSIBILITY: N/A</p>	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> Delegated authority to supervise junior staff and/or volunteers and delegated projects/activities. Problems vary and include a combination of routine and some complex. Work pattern is a mixture of reactive and project work. Required to make sound judgements regularly within agreed processes using a good understanding of the team and the facilities of the team. Communication is largely with internal staff, (including internationally) also with some external contacts and target audiences to support operational work. Analysis and communication of some complex information at a simple level is required to a wide audience to promote and influence. 	
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Work with the project team in designing a monitoring and evaluation framework, accountability and learning tools, conducting field MEAL exercise and data management and analysis Work with program staffs in designing the tools on MEAL and in implementing the MEAL plan at each field location. Coordinate all the MEAL activities for the Education, EFSL and WASH teams in Rumbek Participate with the communication team in the dissemination of a communication strategy for public accountability purposes, for ensuring that the MEAL system will produce the basic information required. Ensure that accountability mechanisms and a complaint system are developed and utilised according to agreed principles Develop complaint and feedback reporting mechanisms and ensure that complaint/feedback data base is in place. Assist field teams linking their respective monitoring, evaluation, learning and accountability activities to a general and common frame. Ensure that timely pre/post distribution monitoring is conducted, and quality analytical reports are generated and submitted as well as information is dissemination to concerned stakeholders. Ensure the analysis of the information collected, the production of materials as well as the dissemination among stakeholders. Support specific MEAL initiatives ensuring affiliates participation as well as a good dissemination of the information produced. Support on Oxfam learning events where appropriate and to ensure the learning is disseminated to ensure systematic learning across different programs in the field (gather best practices, advise teams to conduct learning activities etc) Support PM in Overall reporting of Project progress for ongoing grants, ensuring Targets are met and all means of verifications are duly archived. 	



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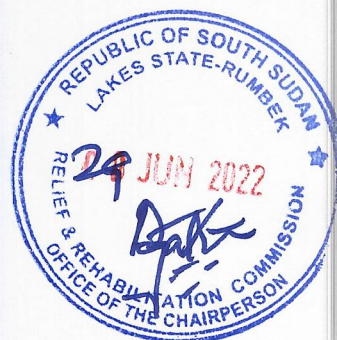
SKILLS AND COMPETENCE:

- Diploma/Bachelor's degree in Economics, Statistics, Agricultural Economics, and related social sciences from a recognised university.
- 2 Years' experience of humanitarian emergency work in NGO and an understanding of MEAL needs
- Strong interpersonal skills and able to communicate, in English clearly both verbally and in writing and with all levels of staff (communications)
- Experience of assessing the staff MEAL capacity and plan and deliver training
- Systematic and organised in approach, with ability to work on own initiative.
- Capacity to adapt a MEAL strategy based on the response programme
- Gender and cultural sensitivity, commitment and an understanding of the values of Oxfam and the principles of equal opportunities.
- High degree of flexibility to carry out other actions if the need arises.
- Strong report writing skill

OTHER:

This job profile is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may vary in light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the key responsibilities in accordance with the performance review process.

Date of issue:



II - Approved