Job advert

Position: MEAL Manager

Duty Station: Juba with travel to the field expected (30%)

Reports To: Deputy Country Director, Programs

Supervises: MEAL Officers

Overview

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015. We are working together with Relief International to identify a qualified South Sudanese professional for the role of MEAL Manager – Juba.

Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach, which we call the RI Way, emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Position Summary

The Monitoring, Evaluation, Accountability and Learning (MEAL) Manager is responsible for leading and MEAL systems to ensure high-quality, evidence-based and accountable programming. The role provides technical oversight of monitoring frameworks, data collection systems, and accountability mechanisms to ensure that program performance is effectively tracked and that reliable data is available to inform program management and strategic decision-making.

Working closely with the Deputy Country Director-Programs, technical team, program team, and MEAL team, the MEAL Manager ensures that monitoring and evaluation processes are efficient and effective. In the complex humanitarian context of South Sudan, the role plays a key function in promoting strong data quality standards, strengthening accountability to affected populations, and ensuring that learning and evidence are systematically used to improve program design, implementation, and impact.

1

Key Responsibilities

MEAL Systems

- Lead the design and implementation of the MEAL framework across all sectors.
- Ensure projects have clear logical frameworks, indicators, and monitoring plans aligned with donor requirements.
- Standardize monitoring tools and reporting templates across programs.
- Ensure alignment of MEAL systems with humanitarian standards and best practices.

Monitoring and Performance Tracking

- Oversee routine monitoring activities to ensure programs are implemented effectively and results are tracked against agreed indicators.
- Support program teams to develop indicator tracking tools, monitoring plans, and reporting systems.
- Ensure timely collection and verification of program data from field locations.
- Conduct regular field monitoring visits to verify results and strengthen monitoring systems.

Data Quality and Data Management

- Establish systems to ensure data accuracy, reliability, and integrity.
- Conduct regular data quality assessments and provide feedback to program teams.
- Oversee digital data collection platforms and databases used for program monitoring.
- Ensure proper documentation and secure storage of monitoring data.

Evaluations and Assessments

- Coordinate baseline, midline, and endline assessments for projects.
- Develop Terms of Reference (ToRs) for internal and external evaluations.
- Lead needs assessments, rapid assessments, and operational studies in humanitarian contexts.
- Ensure evaluation findings are documented and disseminated to relevant stakeholders.

Accountability to Affected Populations

- Oversee community feedback and complaint response mechanisms.
- Ensure communities have accessible and safe channels to provide feedback.
- Track feedback trends and ensure timely response and program adjustments where needed.
- Promote community participation in monitoring and program review processes.

Learning and Adaptive Programming

- Facilitate regular learning and reflection sessions with program teams.

2

- Document lessons learned, best practices, and program innovations.
- Support the integration of learning into future program design and strategy development.

Reporting and Compliance

- Support program teams to ensure monitoring data informs donor reports and internal reporting.
- Ensure compliance with donor MEAL requirements and reporting timelines.
- Contribute to proposal development by supporting indicator development and MEAL plans.

Capacity Strengthening

- Provide training and mentoring to program staff and field teams on MEAL tools and methodologies.
- Strengthen staff capacity in data collection, analysis, and interpretation.
- Promote a culture of data-driven decision-making across the organization.

NOTE: The role cannot be limited to the duties listed. Flexibility is required to respond to evolving humanitarian needs.

Qualifications and Experience

Education

- Bachelor's degree in **Monitoring and Evaluation, Development Studies, Statistics, Social Sciences, or related field**. Master's degree preferred.

Experience

- **Minimum 5–7 years of progressive experience in MEAL** within humanitarian programs, including experience supporting program implementation in fragile, conflict-affected, or complex operational environments.
- **Demonstrated experience designing, implementing, and overseeing MEAL systems** for multi-sectoral humanitarian programs (e.g., health, nutrition, WASH, protection, food security, or livelihoods).
- **Proven experience conducting and managing program assessments and evaluations,** including needs assessments, baseline and endline surveys, and feasibility studies.
- In-depth understanding and experience in how to analyze quantitative and qualitative data to inform program decision-making and reporting.

Technical Skills

- Strong quantitative and qualitative data analysis skills.
- Experience with digital data collection platforms (e.g., KoboToolbox).
- Proficiency in data analysis tools (Excel, Power BI, SPSS or similar).

3

RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

Application Process

Interested South Sudanese candidates are asked to provide their current CV and cover letter expressing their motivation for applying and their relevant experience/expertise, and copies of academic certificates.

The applications are to be submitted to:

Online at https://imatongemploy.com/job-application-form/ which can be also found at www.imatongemploy.com

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping.

Please contact +211 921 277 383 for queries.

Applications will be reviewed on a rolling basis as soon as they are received. Interested candidates are strongly encouraged to apply as early as possible and no later than 8th April 2026 at 5pm.

We appreciate the time and effort all applicants invest in applying for this position. However, due to the volume of applications, only shortlisted candidates will be contacted.

RI *is an Equal Opportunity Employer - EOE/M/F/D/V.*

4