



RE- ADVERTISEMENT

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Approved



Job Title:	Senior MEAL Officer (1 Position)
Location:	Juba
Reports to:	MEAL Coordinator
Posting Date	12 <sup>th</sup> March 2024
Closing Date	3 <sup>rd</sup> April 2024

12/03/2024

**General Description of the Programme**

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

**Purpose of the Job**

Provide support for the implementation of routine data collection and periodic evaluations and surveys in GOAL programmes in collaboration with the MEAL coordinator or programme Director.

**Key duties & Responsibilities**

**Survey, Assessment, and programme evaluation.**

- Support MEAL field officers in conducting Periodic surveys and assessments, ensuring the full participation of all GOAL programme sectors from planning through data collection to reporting and drawing of conclusions and recommendations.
- Support the supervision data collection in the field including early identification and correction of any problems as they arise, when taking the lead.
- Provide feedback to field MEAL officers on quality of data and forms submitted to inform corrective measures.
- Support data analysis for surveys, including investigation of possible associated links between the results of the household questionnaire, the child feeding practices questionnaire and the anthropometry & health questionnaire.
- Work with the MEAL Coordinator to produce draft survey reports. Collate all feedback from programme staff and make edits in collaboration with the MEAL Coordinator
- Act as focal point for procurement of supplies for a range of GOAL surveys
- As requested, conduct a 'lessons learnt' assessment and 'recommendations development' workshop following each survey in collaboration with the MEAL Coordinator, documenting key areas for improvement / amendment at the next survey, ensure findings are used to improve the process of the next survey and create recommendations for programmes.
- Disseminate reports to all relevant partners once verified and approved for distribution.
- Carry out community meetings at the field site to feedback results to community members.
  - Support the organisation and implementation of training for qualitative data collection (including, but not limited to, focus group discussions and key informant



interviews) to investigate the underlying causes of outcomes observed in GOAL surveys.

- Support the over-all process of qualitative data collection among all programme sectors, advising, supporting, and helping practically as and where necessary.
- Collate and analyse data, supporting the creation and editing of reports.
- Feedback to GOAL staff and community where qualitative assessments were conducted.

### **Routine programme monitoring and overall, MEAL coordination.**

- Oversee MEAL Activities across the country programme and provide oversight to field MEAL staff.
- Support country programme in designing new projects.
- Coordinate MEAL related with external and internal stakeholders with technical support from MEAL regional Adviser and other HQ technical team.
- Support Field MEAL Officers in tracking progress and projects Key milestones.
- Support to the creation and maintenance of MEAL Frameworks/tools (with the MEAL Coordinator)
- Responding to M&E data requests, particularly in the absence of the MEAL coordinator (due to R&R, annual leave etc)
- Support to the synthesis and dissemination of regular updates of routine programme data, and analysis of trends
- Provide oversight and coaching to Field MEAL staff to ensure the quality data is collected and verified to inform evidence-based decisions.
- Any other tasks as assigned by the MEAL Coordinator

### **MEAL Reporting.**

- Conduct overall data quality and check and before submission.
- Ensure overall quality and timely MEAL reports submission to internal and external stakeholders.
- Coordinate with Field MEAL officers on requisition of MEAL data collection tools.
- Support Field MEAL officers in ensuring all the grants are timely tracked using SCOREcard system including strategic quarterly reporting, this includes people reached, Covid-19 results and CFM communications received for a quarter.

### **MIS support to Programmes and Systems**

- Support the MEAL Co in designing and standardizing surveys and data capture processes to ensure reporting and KPIs are accurate, and information is accessible to a range of audiences.
- Support GOAL South Sudan country programme with form digitization and the development of dashboards (primarily using Commcare and Power BI).
- Assist in providing regular technical support for staff on MIS tools or platforms.
- Support on training and building the capacity of staff on the use of MIS tools including the use of software services for: mobile data collection (e.g., Commcare) and business analytics (e.g., Power BI).

### **Data analysis and visualisation**

- Support in the analysis of datasets using business analytics platforms (e.g. Power BI)
- Share monthly data reports and visualizations for each active grant in alignment with regular Programme Review Meetings and learning events.

- Contribute to monthly data reports and visualisations, in coordination with the MEAL team, to Area Coordinators and SMT in support of adaptive management and the assessment of progress against project, programme and country targets, using statistical and data modelling.
- Assist Programme staff to identify and respond to trends in already established datasets.

### **Community feedback mechanism:**

- Overseeing Collection of Programme related communications through community meetings, suggestion boxes and other CFM channels and ensuring effective case management and timely entry to Commcare app.
- Embed CFM power BI report dashboard on SharePoint to be accessed by programme team for appropriate action to improve GOAL programming.
- Support Field MEAL officers in identifying key learning areas from CFM and programme activities and update LOT (learning outcome tracker) to support some programmatic decision and help in designing future interventions.
- Provide technical support for Focus group discussions during CFM assessment and Core humanitarian standards rollout with technical support from accountability and learning adviser.

### **Other cross cutting roles include.**

#### **Support the implementation of Accountability, gender, and child mainstreaming.**

- In coordination with the MEAL Coordinator, organise or provide training and support to the MEAL team, and programmes teams, to improve GOAL's internal MEAL capacity.
- Maintain and update the Programme Recommendations Tracker with input from the relevant programmes and operations staff, with support from the MEAL Coordinator.
- Support the MEAL Coordinator in the conduct of Core humanitarian standards training and rollout of CFM across the field sites.
- Act as gender and child mainstreaming focal person.

### **Qualifications & Experience**

- Relevant bachelor's degree in Statistics, Economics with compenonce of statistical analysis preferred.
- Training in M&E is most relevant in line with this job.
- Previous experience of conducting nutrition, mortality and multi-indicator surveys following SMART guidelines in an emergency context preferred.
- Previous experience in similar position preferably in MEAL/MIS of between 2-3 years' experience.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis.
- Previous experience with ENA and Epi Info and Excel preferred familiarity with basic computer packages essential.
- Proven ability to give attention to detail.
- Ability and willingness to travel to and stay in remote locations.



- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.

### Equal Opportunities

GOAL practices and does not discriminate because of ethnic background, color, age, disability, marital status, religion, or gender and will practice positive gender employment as far as possible however female candidates are strongly encouraged to apply.

**Qualified female candidates who meet the above requirements are strongly encouraged to apply.**

### Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

### Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

### Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie).  
**Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba with the Job title Roving MEAL Officer-Juba
3. Note, this is a national recruitment for South Sudanese citizens only.

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