



# ALIGHT

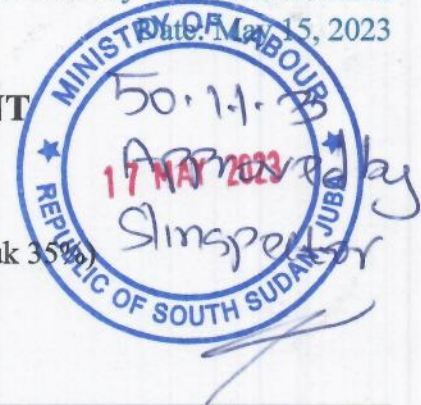
South Sudan Program

Plot 709 3K-South, Behind Phenicia Supermarket,

Off Ministry Road, Kololo Juba.

Date: May 15, 2023

## VACANCY ANNOUNCEMENT



**POSITION TITLE:** Roving MEAL Officer  
**DUTY STATION:** (Ulang 30%, Nasir 35% & Longechuk 35%)  
**REPORTS TO:** MEAL Coordinator  
**STATUS:** Full Time  
**STATE DATE** Pending on donor approval.

### COUNTRY PROGRAM OVERVIEW

The overall objective of the Alight South Sudan Program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, Alight implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response activities. Alight's is expanding its outreach mechanisms and introducing innovative new initiatives. Alight currently has program activities in Alight implements these projects in Aweil West, Aweil Center, Kajo-Keji, Ulang, Morobo, Nasir, and Longechuk counties.

### Primary purpose of the position

The Roving MEAL officer position is part of the ALIGHT and Relief International (RI) MEAL portfolio which aims at contributing to a robust, standardized, systematic and functional MEAL systems This will be achieved through a coordinated and planned approaches and strategies. This position is key in improving the organizational/project performance and results through Monitoring, Reporting, Evaluation accountability and Learning of Alight projects which enable adaptive management, take informed decision-making, learning for quality performance improvement and accountability to the customers and stakeholders including donors and community we serve.

- On a regular basis, the Roving MEAL officer will conduct field site visits with the aim of collecting data, analysis, and reporting as stipulated in the MEAL framework and plan. During such visits S/he will verify, of the project activities and conduct FGDs with beneficiaries and KIIs to understand the progress and challenges in the project implementation phases.
- Take a lead in tracking core program indicators, doing a meta-analysis and communicating results on a regular agreed date. This can be achieved by regularly developing and tracking the project deliverables and indicators using standard tools such as the Indicators Performance Tracking Table (IPTT), and project databases.



- Regularly develop and review/revise the data collection tools to meet the ongoing demand for the data collections and project activities.
- Work with the county coordinator in the field to develop a monthly data collection and verification Plan, ensuring reports collected by in the speculated timeline. Regularly conducts data quality checks and audits to ensure that the data reported and documented meet the data quality standards which include data completeness, accuracy, timeliness, relevance, and precision. He should also ensure that “data double counting” is reduced throughout the process of data collection and reporting.
- Ensures that standard operating procedures and program common approaches are followed in the area for data collection, processing, and analysis. Provide technical support to core program activities and staff and ensure availability of reporting forms and tools both digital (online) and hardcopies.
- Ensure that he/she works with the core program operations teams, organize, and conduct routine monitoring and evaluation of the program/projects and work closely with community members, implementing partners and beneficiaries to improve attainment of program/project goals. S/he will conduct monthly, quarterly monitoring and evaluation facility and field visits.
- Support preparation of key program reports. The MEAL Officer will assist in preparing reports on the progress of the program after every visit and keep a record of MEAL activities. He/she will also support compilation of all periodic reports including the weekly, monthly, semi-annual and quarterly reports
- Participate in the implementation of the MEAL strategy and tools. Support program technical staff to carry out monitoring and evaluation of project activities as agreed on in the MEAL plan and strategy.
- Support programs in designing and conducting baseline surveys, mid-term evaluations, specialized studies, and final evaluations to include sampling methodologies, data collection instruments, analysis, and report development.
- Provide support for annual reviews and reflections with implementing staff and communities and analyze data trends towards objectives achievement.
- Maintain organized documentation and filing systems (hard and soft copies) of project reports/deliverables (weekly, monthly, quarterly, and annual report) for easy data retrieval, storage and data security/protection or integrity.
- Implement and support accountability feedback, complaints, and response mechanisms (both digital and conventional) in the impact area.
- Take lead in rolling out, establishment, institutionalization and monitoring of the Compliant Feedback and Response Mechanism (CRM) in the field and ensure meaningful participation of the beneficiaries/service users, stakeholders, and community.
- Regularly collect analyze and report on CRM data and incorporate field and technical sector leads to ensure continuous improvement in CRM and the project performance.
- Periodically document lessons learnt and best practices for internal learning and Alight programs.
- Develop and submit key impactful and eye-catching success stories for wider circulation within and outside Alight audiences and stakeholders. This should be accompanied by actionable photos or pictures.



## Technical Experiences and Requirements

- Postgraduate in Monitoring and Evaluation, BA in development studies, statistics and sociology, demography and population studies or any other related field. 1-3 years of M&E work experience in lieu of the formal training or education maybe considered.
- Previous experience in implementing projects such as Protection (GBV and General protection), Nutrition, WASH, Settlement and Shelter is of great interest to this position.
- Proven skills and knowledge in data collection and using Kobo, ODK, Survey CTO, ONA, Commcare and Google application is highly desired.
- Proven skills and hands-on experience in data analysis using Advanced Excel, SPSS, STATA, and visualization platform such as Tableau, Power BI, and Excel
- Ability to work with minimum supervision and with constant consultation and guidance from the supervisors and sector heads is encouraged.
- Experience and familiar with conducting assessments, surveys, and evaluation of project activities
- Very good analytical and interpretation to make sense of outputs to the wider audience.
- Able to lead and work in team to create synergy and results.
- Ability to work under pressure and with sense of multi-tasking without compromising quality of the deliverables or results.

## HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight South Sudan office located in **Plot 709 3k-south, Behind Phenicia Supermarket, off Ministry Road, Kololo-Juba, South Sudan.**

Applications can also be submitted to the following email address:

[recruitmentss@WEAREALIGHT.ORG](mailto:recruitmentss@WEAREALIGHT.ORG)

Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on a regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview. Female candidates are highly encouraged to apply.

The deadline for receiving applications is June 2<sup>nd</sup>, 2023, at 5:00 pm local time.

*“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”.*

*Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.*

