



SD.H-3
Approved by
Shironeg



EXTERNAL & INTERNAL VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aim and mission is to save lives by eliminating Hunger, and Under-Nutrition, particularly during and after emergencies like disasters. Action Against Hunger focuses on nutrition, health, and healthcare practices; Food security and livelihoods (FSL); Water, Sanitation and Hygiene (WASH) and Advocacy. Action Against Hunger USA is currently looking for a qualified South Sudanese Nationals to fill in the position of Roving MEAL Officer 01 position

Position open date: **January 15, 2024**

Expected Start date: **February 1, 2024**

Contract Duration: **10 Months with the possibility of extension upon Funding.**

Position starts: **March 1, 2024**

Location: **Roving**

Directly Reports to **MEAL Manager-Emergency**

Technical Supervisor: **Head of MEAL Department**

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti, and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in various country offices, a quarter in New York City, and an Operational Centre in Nairobi. Additional growth is anticipated.

SUMMARY OF POSITION

Under the supervision and guidance of the MEAL Manager and the Head of MEAL department, the Roving MEAL Officer provides support in operationalization of MEAL systems in for Emergency projects and other static bases programmes through technical support, build capacities of staff throughout the programs life cycle to ensure program quality in those states.

The Roving MEAL Officer role has the following purpose, engagement and delivery:

PURPOSE

The Roving MEAL Officer position is charged with implementing the Action Against Hunger South Sudan Country strategy, MEAL plan and Accountability framework at field level, monitor current projects and identify new, creative and innovative opportunities for ensuring program quality. In addition, the MEAL Officer is responsible for the surveys, assessments, and monthly reporting on the progress of the projects.

ENGAGEMENT

The Roving MEAL Officer, under the guidance of the MEAL Manager and MEAL unit, will internally collaborate with technical teams; support teams; Nutrition, WaSH, FSL, Gender & Protection and emergency teams for programme integration and quality service delivery. Externally, the Roving MEAL Officer will play a key role in local representation with Clusters and other International Humanitarian Organisations for exchange of information.



DELIVERY

Implement MEAL Plan and Accountability framework at field level to strengthen evidence and learning. Ensure program quality and timely technical support throughout the programs life cycle.

I. ESSENTIAL JOB FUNCTIONS

Key to the role is overseeing that monitoring, evaluation. Accountability and learning of projects informs quality and timely implementation of projects at field level.

1. Operationalising Monitoring and evaluation.

The Roving MEAL Officer is responsible for overseeing the planning and implementation of monitoring and evaluation activities such as;

- Support project operationalisation of the MEAL framework and MEAL plan.
- Strengthen project team understanding of MEAL systems and process to assure achievement and progress towards project outputs and outcomes.
- Ensure that project are implemented in accordance with Action Against Hunger M&E standards and guidelines.
- Ensure that project data collection and management methodologies used at field level are standardised, enabling the specific vulnerabilities of different target groups to be captured and analysed.
- Support program team in partner reviews processes and reporting

2. Capacity Building and Learning

- Offer ongoing support to project team and partners in understanding Action Against Hungers' MEAL Standards and practices
- Work with project team and Advocacy & communications office to identify areas of learning and ensure learning systems are in place.

3. Social Accountability

- Ensure that all project staff at all levels fully understand and promote accountability in general and to children in particular, through training, coaching, and enhancing adherence to HAP standard.
- Ensure a proper complaints mechanism is in place and that all projects stakeholders are sensitized on how to use the complaints mechanism
- Ensure that there is no any form of exploitation and discrimination (based on any ground) of project beneficiaries always during the lifespan of the project.
- Develop and report against accountability and participation-related indicators and issues
- Facilitating information sharing with key stakeholders, including partners and beneficiaries, and promote transparency throughout all stages of implementation.
- Ensure that all data collected via complaint/feedback forms are enter into CFM database and response followed up.

4. Data management

- Support, develop and maintain up to date MEAL framework, plans and indicator tracking tables in line with Action Against Hunger's MEAL framework and Plans.



- Support project team in the development of standard data collection tools and protocols at each level of project information flow/data chart.
- Ensure daily data is collected, and entered into database weekly and monthly bases., and data submitted to Juba office and respective field level stakeholders.
- Review and compile monthly reports from the field to complete internal and external reports
- Support updating of data as guided by project and program indicators periodically.
- Ensure all sector data are properly recorded which will be used as means of verification to ensure quality.
- Enter data timely into NIS and DHIS2 on monthly basis

II. GENDER EQUALITY COMMITMENTS

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status
- Value and respect all cultures.
- Promote and uphold the PSEA policy and procedures.

III. PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.

To travel to the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations, which may include the necessity to walk long distances, to eat a limited diet and/or to reside in potentially uncomfortable housing or tents. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IV. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee maybe exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as infectious diseases

V. REQUIRED QUALIFICATIONS

- A relevant academic qualification degree in statistics, Economics, education, social work, Development studies with diploma in M&E as added advantage.
- At least 4 years of experience in Monitoring and Evaluation with NGOs



- Experience in designing tools and strategies for data collection, analysis and generating reports.
- Capacity building experience in project monitoring, reporting and evaluation.
- At least 3 year of experience in humanitarian field of work (mandatory)
- Fluent in English (spoken and written)

VI. REQUIRED SKILLS & EXPERIENCE

- Good Communication and interpersonal skill
- Good analytical skills and organizational capacity
- Knowledge of a variety of ICT systems including excel, words, KOBO, COMCARE and ODK
- Ability to work under tight deadlines and share relevant information
- Willing to travel in remote areas with basic living conditions.
- Strong communications and capacity building skills, with excellent verbal and written English
- Additional working knowledge and experience with STATA, SPSS and other applications is preferred.
- Good working knowledge of NIS, DHIS2, Activity info etc.

- To apply, please! Send your **Cover letter, CV, & ID card as one Document, a copy of the Highest academic Document & Professional certification** with three professional references to recruitment@ssd-actionagainsthunger.org. specifying **Roving MEAL Officer** as the title of your email before **5:00pm February 1, 2024**, or Hand delivered to Action Hunger Officer, Hai Cinema Near St James Bari Parish Church (**we strongly recommend online Application**). We do appreciate your interest in working with us; However, Only shortlisted Candidates will be invited for an interview.

- **We will only receive, accept, and consider all applications submitted through the referred channels above, any applications submitted other than channels stated here will not be accepted & and considered.**

- *"This Position is Open to South Sudanese Nationals Only"*
- *"Qualified Female Candidates are encouraged to apply"*

