



## VACANCY ANNOUNCEMENT



### COUNTRY PROGRAM OVERVIEW

The overall objective of ALIGHT South Sudan program is to inspire every South Sudanese and provide an enabling environment to unleash abundance! To achieve this objective, ALIGHT implements multi-sectoral programs that include Water and Sanitation, Nutrition, Livelihoods, Protection (GBV) Shelter and Camp Coordination and Camp Management (CCCM). ALIGHT aims to expand its outreach mechanisms and strengthen innovations to provide meaningful and impactful assistance to the affected persons. ALIGHT currently has program activities in Aweil West in Northern Bahr Gazal, Ulang, Nasir, Longechuk and Maiwut in Upper Nile, and Kajo-Keji and Morobo in Central Equatoria States.

### PRIMARY PURPOSE OF THE POSITION

The MEAL Assistant will be a part of the Monitoring, Evaluation, Accountability, and Learning (MEAL) team, supporting and strengthening the overall MEAL systems for Alight's programs. S/he will work closely with project staff and MEAL team to appropriately report on indicators through project MEAL plans; support programme teams to ensure learning and accountability systems are working effectively including routine collection of feedback from beneficiaries and other project stakeholders. The incumbent will be responsible for data collection, analysis, interpretation, quality checks and reporting with the aim of optimizing MEAL capacities for Alight programs. This is a 9 month position with possibility of extension depending on performance, donor requirements and availability of funding. The role reports directly to the Country MEAL Coordinator

### Terms of reference

**Job Title: MEAL Assistant- (1 position)**

**Duty station: Juba**

**Starting date: Pending on donor approval**

**Reporting to: Technical: MEAL Coordinator**

**Administrative: MEAL Coordinator**

- Conduct field monitoring visits to project locations to verify implementation against quality benchmarks.
- Verify the quality of data collected from the field based on validity, timeliness, precision, reliability, and integrity.
- Support information management using the Indicator Performance Tracker on a monthly basis. This includes periodic verification of supporting documentation.

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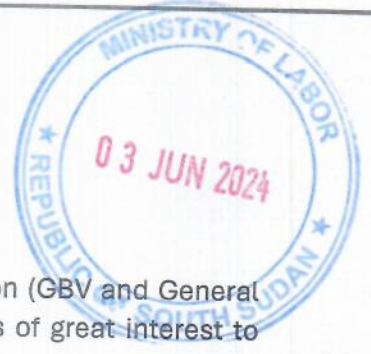


- Support in the compilation of Monthly, Quarterly, Biannual, and annual reports.
- Support management of FCRM data.
- Make sure that agreed action plans from FCRM are followed in timely manner.
- Provide support to evaluation team while conducting periodic evaluation of project interventions, when required.
- Help project team in capturing quality success stories and case studies.
- Regularly develop and review/revise the data collection tools to meet the ongoing demand for the data collection and other project activities.
- Take lead in establishment, rolling out, institutionalization and monitoring of the Feedback Compliant and Response Mechanism (CRM) in the field and ensure meaningful participation of the beneficiaries/service users, and other stakeholders.
- Participate and contribute to the development and implementation of the assessment/survey and evaluation of the project activities such as Post Distribution Monitoring, Baseline Survey, Needs assessment, Evaluations, and reviews.
- Periodically document lessons learnt and best practices for internal learning and Alight programs.
- 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.
- Support development of project monitoring and evaluation tools with support from MEAL Officer and program staff.
- Participate in regular data verification and audit exercises to assess the quality of data reported and address any anomalies identified.
- Perform any role requested by the supervisors, sector heads or seniors as deemed necessary.

#### **Technical Experiences and Requirements**

- At least a Diploma in any social science (Economics, Statistics, etc), added certification and training in Monitoring and Evaluation is an added advantage.
- 1-3 years of M&E work experience with an NGO, in lieu of the formal training or





education maybe considered.

- Previous experience in implementing projects such as Protection (GBV and General protection), Nutrition, WASH, Shelter and Settlement, CCCM is of great interest to this position.
- Excellent written and spoken English skills are highly required.
- 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 Excel, SPSS, STATA, and visualization platform such as Tableau, or Power BI.
- Highly motivated, creative, and self-driven individual with the ability to work with minimum supervision is highly desired.
- Experience and familiarity with conducting assessments, surveys, and evaluations of project activities.
- Able to lead and work in team to create synergy and produce excellent 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 Ministries Road, Kololo Juba, South Sudan.

Applications can be submitted [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 regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is June 24th at 4:30 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”.***

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