



Save the Children

29 January 2024

Re-Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Meal Officer

Location: Walgak.

Reports to: Meal Manager

Contract Period: 06 Months



CHILD SAFEGUARDING:

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

MEAL officer is crucial for the implementation of the projects with ensuring quality, accountability and learning experience that will continuously contribute to the overall successful implementation of each project that targets Children affected by crisis, the role is to execute MEAL system in all programme interventions in designated areas.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

Reports to: Meal Manager

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency.

QUALIFICATIONS

Bachelor's Degree in social sciences (public health, education, development, or information technology)

KEY AREAS OF ACCOUNTABILITY:

A. Monitoring:

- Develop/review Monitoring Checklist of program activities. Translate it into local language, if required.
- Capacity building of program staffs on project related M&E format/template/form of data collection; Output tracker (OT) and Indicator Performance Tracking Table (IPTT).
- Organize frequent field visit to monitor program activities / interventions against Quality Benchmarks/Quality Checklists and produce & share reports to concerned program team as well as management team based on quality and accountability findings and incorporate inputs from program team in action agreed plan.
- Support program staff to strengthen joint planning and monitoring with stakeholders.
- Assist to Head of MEAL /Program Manager for conducting situation analysis studies.
- Contribute to the quality of program design – reviewing log-frames, results frameworks, project plan, strategic plans, MEAL Plan etc.
- Technical support in developing MEAL plans.
- Technical support in conducting baseline studies.
- Technical support in collecting quality data and analysis against the performance indicators and targets on periodic basis.
- Technical support in Total Reach, Global indicators reporting of SCI.
- Ensure the quality of reporting data and verify those data and information from sources periodically on sample basis.
- Review & reflect whether the DIP is followed as per the plan or not during all staff meeting.
- To carry out follow-up monitoring visits to materialize action agreed in action plan also maintain ' Monitoring-Action Plan Tracker' at field level.
- Maintain close coordination with Head of MEAL on Quality and Accountability issues. Share all information (monitoring reports, CFM database preliminary inquiry reports) with MEAL Manager while keeping Field Manager in the loop.

B. Evaluation:

- Help Head of MEAL/Program Manager on all formative and operational research.
- Give support to evaluation team while conducting periodic evaluation of project intervention at field level, if required.
- Help Head of MEAL /Program Manager in preparing and conducting baseline studies.
- Ensure quality case studies through program team.

C. Accountability:

- Support the MEAL Assistant to Establish an effective functional system for complaints/feedback handling and response mechanisms at community level.
- Ensure the Complaint Feedback Mechanism (CFM) are functional and accessible to beneficiaries.
- Develop regular trend analysis of complaints at organizational level and share it with program team as per protocols.
- To assist Head of MEAL in carrying out preliminary first verification report in case of serious nature of complaints filed by beneficiaries/communities and support for investigation of that types of complaints as per CFM protocol.
- Evaluate whether the action agreed plans and CFM action plans are followed in a timely manner by program team.
- On quality and accountability issues, share all information (monitoring reports, CFM databases, preliminary verification reports, case studies etc.)
- Share MEAL findings & CFM issues in each monthly meeting as defined in the protocol.
- Ensure that the CFM guideline is being followed by all staffs within PNGOs along with board members and SC.

D. Learning:

- Assist Head of MEAL /Program Manager for developing quality reports and findings.
- Generate periodic reports and share along with document the key learning from the MEAL system.
- Ensure the key learning's are incorporated in upcoming plan and interventions.
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Others:

❖ Collaboration:

- Builds and maintains effective relationships with entire team members of organization, colleagues, members and external partners, supporters, and stakeholders.

❖ Reporting:

- Produce and share MEAL monthly, quarterly, half yearly and cumulative yearly compile report to the Head of MEAL /Field Manager and program team through proper channel.
- Ensure that all the data related to MEAL action Plan tracker & CFM database are recorded and updated in a timely manner through MEAL Assistant.
- Coordinate closely with all SC staffs and report with updated complaints register, their resolution process, Action plan tracker & other MEAL related issues.
- Assist to Head of MEAL to generate quality MEAL report.
- Carry out dual responsibility in case of big emergency as per organizational requirement.
- Any other tasks given by line manager.

EXPERIENCE AND SKILLS

Essential

- 2 years of monitoring and evaluation and/or research experience with at least 1 years Officer level experience preferably with INGOs
- Trained in data management and with at least one-year experience working with Excel managing databases.
- Familiarity with project frameworks [design/implementation/M&E] cycle

- Experience in quantitative and qualitative data collection (M&E methods) and data analysis
- Commitment to and understanding of SCI vision, mission, and values.
- Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving.
- Excellent interpersonal skills and can work as part of a team

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Application Information:

Please attach a copy of your CV and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support.

Deadline for submitting applications: 15th, February 2024.

Cc: MoIjobadvert@gmail.com;(National Ministry of Labour email Address Juba)

