

Job Advertisement



Job Title:	MEAL Coordinator
Duty Location:	Juba with 30% travel to field location
Duration:	6 months with possibility of extension
Reports to:	Country Director
Open date:	9 th January 2023
Closing Date:	21 st January 2023

Organization Background

Global Assistance is a humanitarian assistance engaged in lifesaving humanitarian assistance and protection for conflict affected communities including vulnerable & people with disabilities across the country and work to end the conditions that create and perpetuate vulnerability. Our mandate is to save lives, protect dignity and develop resilience among communities affected by conflict and other shocks that trigger vulnerability. GA advocates for vulnerable people through its advocacy strategy which include the use of media. GA responds to any emergency that puts at great risk the survival, protection, and well-being of significant numbers of vulnerable and disable where addressing the needs and well-being of those vulnerable is beyond the indigenous coping capacity, and where GA is able to mobilize the financial and human resources to take urgent action on their behalf.

Operational Context/Role

The primary role of the Roving MEAL Coordinator will be to support the Field Offices in implementation of MEAL activities and in general responsible for designing routine monitoring forms, providing training on data collection, compiling and aggregating data, maintaining databases, generating descriptive statistics, and providing support to surveys and evaluation as well as learning and accountability system

In addition, the job holder ensures that quality bench marks are used during implementation of Programme activities and puts in place a tailor made documentation strategy for impact stories, reports, and best practices and makes sure that lessons learnt feed into the project planning processes. The job holder may be called upon as and when necessary to support the emergency teams outside the project location

Key Responsibilities

- Ensuring that MEAL planning and discussion are held will all project staff, partners and key stakeholders before and after the project kick off meetings
- Developing the project MEAL pack (Project Log frames, detailed M&E plan, Activity Targets Trackers (ATTs), Quality Benchmarks, IPTs, accountability, Data audit and learning plans) within the 1st three months of the project life in close collaboration with the project team and partners



- Results monitoring and Learning for decision making by tracking and maintaining Project Performance Tracker (IPTT) to flag/address required performance improvements on monthly basis
- Conduct, analyze and disseminate monthly IPTT/outcome monitoring, Evaluations/Evaluations, program studies/researches
- Analyze project data from the project team and produce strategic analysis for the project management team
- Develop and review program data collection tools to ensure that tools provide required information on program indicators
- Implement data quality assurance activities according to the MEAL plan (e.g. data verification and spot checks).
- Control for double counting/create beneficiary unique identifiers.
- Conduct monthly QB monitoring (at least 80% of activities implemented) and ensure that improvement actions are developed & logged into the action tracker for follow up
- Support implementation of program MIS and integration of Geographical Information System (GIS) in program reporting. Support GIS mapping and dissemination of MIS/GIS reports. Provide MIS content/requirements and feedback to MEAL team and document progress on indicators/achievement of targets
- Enhance use of digital data management within the program, this includes use of Kobo and ODK among other programs.
- Participate/coordinate the design of quantitative and qualitative participatory Programme evaluations (baseline, annual and final evaluations), assessments, reviews and other special studies
- Facilitate documentation of the project results, impact, best practices and the most significant changes.
- Document learnings and best practices; disseminate learnings, reports, publications and participate in learning sessions, and ensuring that the lessons learnt are utilized to inform programming and advocacy.
- 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

Skills and Qualifications

- Minimum of a Bachelor's Degree in Statistics, Public Health, Sociology or Development Studies preferably with Post Graduate training in M&E or Project planning and Management.



- Minimum of three years working experience in monitoring and evaluation working experience (preferably in education/protection/health/nutrition/CRG/FSL related programs with an International NGO).
- Experience collecting data through quantitative and qualitative methodologies
- Experience interviewing community members and leaders and/or facilitating focus group discussions (especially with beneficiaries including children)
- Understanding of the basic standards to ensure data quality
- **How to Apply**
- Interested candidates should submit their cover letter, CV with three references, copy of National ID and copies of the certificates including daytime telephone to Human Resource Department. Or by email willy@global-southsudan.org please indicate the position you are applying for in the subject line of the email. Applications can be hand delivered to Global Assistance Office at Hai Malakal, Plot Number 41 Block AX111 Opposite LifeLink Clinic, The former Britiam Office.
- *Noted: Only shortlisted candidates will be contacted, application submitted are non-returnable*
- *Female Candidates are encouraging to apply*

