



SO-H-3  
 Approved by Senior Inspector;  
 M/L 12/25/27  
 17/10/2024



**CARE SOUTH SUDAN**

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

|                |                        |
|----------------|------------------------|
| Position:      | <b>MEAL Officer</b>    |
| Department:    | <b>Program</b>         |
| Location:      | <b>Akobo Hospital</b>  |
| Reports to:    | <b>Project Manager</b> |
| Advert status: | <b>External Advert</b> |

**JOB SUMMARY**

Provide MEAL support across the program sectors in the field location for the implementation of routine data collection, verification, analysis & reporting, Accountability, periodic evaluations, Surveys & assessments in CARE programs in the field in collaboration with the MEAL Manager

**Roles & Responsibilities**  
**Field Programme Support:**

**R1. Data and Information Management**

- Work with the project officers and program to ensure all reports are timely submitted.
- Support the County health department in data verification, validation and entry to DHIS<sub>2</sub> as well as extract the necessary information for progress report.
- Ensure all program documents are uploaded up to date in the server; follow up with the program team and partners to ensure all reports, and program-related documents are in the appropriate filling system.
- Ensure project database are kept up to date including an excel based indicator table.
- Ensure the implementation/compliance of monitoring systems to systematically track project activities and their alignment with project outcomes.

**R2. Project Monitoring and Reporting**

- Support synthesis and dissemination of routine project data and analysis of trends
- Review monthly, quarterly, midterm and final project reports and ensure that necessary corrections have been done by the program staff.
- Support the County Health M&E officer in capacity building
- Report/alert to project manager on regular basis on any anticipated program/project issues, risks, implementation status, and any emerging opportunities and threats to the project implementation.
- Support synthesis and dissemination of routine program data and analysis of trends

**R3. Learning and Documentation**



- Work closely with the communication team through Supporting in documenting and sharing high quality stories of change from the project participants through visual method i.e high resolution photos from the project participant as well as generating quality success stories
- Share project lessons best practices with project staff and partners.

#### **R4. Evaluations, Surveys, and Surveillance**

- Support the overall process of Surveys and Assessments including mapping of data collection teams, logistics, participant selection, and the selection and training of enumerators and investigate the underlying causes of outcomes observed in CARE surveys.
- Act as a focal point for procurement of surveys, assessments, and evaluation materials in the field.
- Carry out team meetings in all field locations to fully feedback the results of the survey to CARE staff.
- Carry out community meetings in all field sites to feedback results to community members.
- Ensure good coordination and communication with logistics and finance teams in the field on surveys, assessment, and evaluation in the field.
- Communicate to programme sectors on upcoming surveys
- Tracking and updating Project manager/ MEAL on progress of surveys recommendations

#### **R5. Accountability and Participation**

- Act as focal person on the implementation of Complaints and response mechanism (CRM) in the field, conducting FGD, distribution of Suggestion boxes, follow-up of field staff and community logbooks and all types of CRM entry points, this is through collection and collation of data and entering all issues or satisfaction into CRM database.

#### **Required Qualifications**

- Relevant bachelor's degree in health informatic, Statistics, epidemiology or any other related course with a component of statistical analysis is preferred.
- Minimum of 4-5 years of working experience and demonstrated practical skills in M&E of health project.
- Ability to provide mentorship in Monitoring and Evaluation skills to stakeholders
- Previous experience with DHIS<sub>2</sub> is preferred, familiarity with basic computer packages essential
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective measure of progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic and the local context will be an added advantage.
- Enthusiastic, flexible, and with the ability to work long hours in health setting

#### **Desirable:**

- Good coordination, communication, and community facilitation skills
- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Good information management skills
- Good written and verbal communication skills in English,
- Flexible work attitude to manage multiple priorities
- Respecting and valuing diversity
- Must be comfortable working in the field.





## HOW TO APPLY

The position will be based in Juba. This position is **ONLY open to South Sudanese Nationals**. Opening Date **17<sup>th</sup> October 2024** and Closing date CARE South Sudan receiving application will be **5<sup>th</sup> November 2024**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan, or at the County Health Director Office in Akobo County.

### NB:

- Applications once received are not returnable
- Female Candidates are Highly encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.

**Only short-listed candidates will be notified.**

### Attention!!!

*CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.*

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

