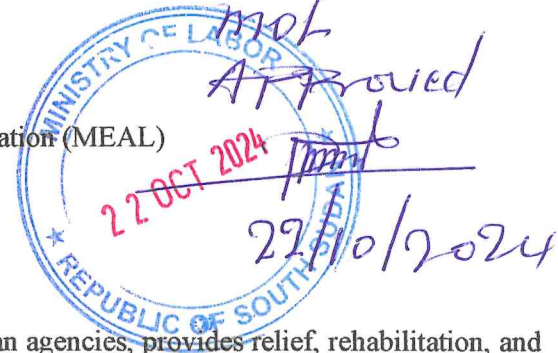




Vacancy Announcement

Job Title: MEAL Assistant
Band / Level / Grade: 9B
Department: Monitoring and Evaluation (MEAL)
Location: Juba South Sudan
Overtime Eligible: Exempt
(per local law)



The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains unpredictable, and the operational context is challenging. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with field program portfolio covering health, nutrition, child protection, Economic Recovery and Development (Livelihoods), women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese and continues to work with the affected to rebuild their lives and restore peace.

Job Description

Working under the supervision the Senior Monitoring & Evaluation (M&E) Officer, the M&E Assistant will be based in Juba head Office and remotely support WPE (women protection and empowerment) activities in Maluakon field office. The M&E Assistant will work closely with all program staff in the field to implement the IRC M&E commitments, improve program quality through enhanced data management systems and processes supporting across field program office. The position will support measurement of the program achievement for WPE programs. The Assistant will support the Senior M&E officer in managing day-to-day M&E tasks arising in the field office and providing technical support to field teams to ensure effective implementation of the project.

Duties and responsibilities

- Assist in routine data collection and entry for various project interventions implemented in the field and ensure that complete, accurate, clean, and consistent data is shared with the M&E Officer for data analysis and action planning.
- Ensure proper filing and storage of M&E documents including questionnaires, monitoring reports, datasets, among others.
- Participate in regular data verification and audit exercises to assess the quality of data reported and address any anomalies identified.
- Submit to the Senior M&E Officer Juba weekly and monthly updates on M&E activities conducted in the field.
- With support from the Senior M&E Officer, conduct capacity building and mentorship to field staff in M&E.
- Keep the M&E database and ITTs up-to-date and support program staff prepare periodic high-quality reports.
- Assist program staff during survey planning and implementation, especially preparing logistics needed, participating in data collection and cleaning.
- Develop project monitoring and evaluation tools with support from Senior M&E Officer and Project Lead.
- Keenly track project progress through standardized data collection tools and methodologies
- Maintain confidentiality and observe data protection and other associated guidelines.
- Support Senior M&E officer in the compilation of Monthly, Quarterly, Biannual, and annual reports through provision of timely accurate and updated data.
- Support project teams to prepare activity reports and documentation of best practices, lessons learnt, assessment reports.
- Support the implementation of IRC's MEAL standards including the Monitoring for action (MFA) standards in field sites.

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- Support program staff to engage in continuous data quality improvement and support project staff to frequently use data for program improvement.
- Participate in quality of intervention monitoring together with stake holders while ensuring availability of data for assessing program quality.
- Support the operationalization of feedback channels (client satisfaction and engagement surveys).
- Support the recording of lessons learnt, feedback, analyses, and accessibility of feedback data for programmatic decision making.
- Any other duties allocated by the Supervisor.

Minimum Requirements

- A bachelor's degree in Statistics, demography, Economics, M&E, or related field.
- An advanced certificate in M&E statistics will be of an added advantage. Post-graduate Diploma in M&E will be an added advantage.

Knowledge of at least 2 years working experience in M&E with an NGO in a humanitarian environment

Functional Knowledge, Skills, and Abilities

- Remains productive when under pressure.
- Ability to enhance good interpersonal relationships.
- Excellent communication skills.
- A good command of both written and spoken English.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender, and backgrounds.
- Flexible approach to work.
- Ability to work both independently and as part of a team.
- Able to adapt to changing environments yet remain productive and focused.
- Strong and fast computer skills (primarily Word, Excel, and Power Point and outlook)
- Familiar with digital data collection and analysis packages (KOBO Toolbox, ODK Collect, MS Excel, DHIS2, NIS, SPSS, Commcare and PowerBi).

The IRC Core Values and Commitments:

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation. The IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding and PSEA policy: The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Promote and actively participate in initiatives and efforts to build team engagement, inclusion and cohesion in IRC. Foster ongoing learning, honest dialogue and reflection to strengthen safeguarding and to promote IRC values and adherence to IRC policies. IRC strives to build a diverse and inclusive team at all levels who as individuals, and as a group, embody our culture statement creating a working environment characterized by critical reflection, power sharing, debate, and objectivity for us to achieve our aspirations as a team and deliver the best possible services to our clients

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

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How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in APTECH Africa Office Building 3rd Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to SS-HR@Rescue.org not later than **8th November 2024 @ 4:30pm**.

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION, MEAL ASSISTANT - JUBA, SOUTH SUDAN

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.

