



VA released date: October 25, 2024

**Vacancy announcement**

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually in some 25 countries throughout Africa, Asia, and the Americas for people in need, regardless of their religion, origin, or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); HDP Nexus, Livelihood & Social Programs, and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a qualified candidate to fill the vacant position of **Monitoring Evaluation, Accountability and Learning (MEAL) Manager (m/f/d; national)**

This position will be based in Juba office. Professionally, the **MEAL Manager** reports to the **Location Program Coordinators and the Country Coordinator**.

<b>Job Title</b>	<b>: MEAL Manager (National Position).</b>
<b>Job Location</b>	<b>: Juba Office.</b>
<b>Report to</b>	<b>: Location Program Coordinator / Country Coordinator.</b>
<b>No. of Position</b>	<b>: One (1)</b>
<b>Starting date</b>	<b>: As soon as possible.</b>
<b>Duration of Contract</b>	<b>: 12 Months.</b>

**Overall Responsibility:**

Under the supervision of the Country Coordinator and Program Coordinator, the MEAL Manager ensures all projects have data collection tools, Indicator Performance Tracking Table (IPTT), and regularly reviews and maintains IPTT updated. MEAL Manager will also be responsible for incorporating relevant program indicators into project MEAL systems to enable measurement of the contribution of individual projects in achieving program objectives. The other purpose of the MEAL Manager position is to provide guidance and support to the partner organization in establishing and maintaining project MEAL systems.

The job holder must familiarize him/herself with the program components, activities, and donor reporting requirements. The MEAL Manager will review and consolidate data from multiple



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indicators and sectors daily and will be responsible for providing daily reports through the MEAL system to technical coordinators, managers, and others who review data.

The MEAL Manager will collaborate with all Program Coordinators, project managers, partners, and facilities in charge to train their teams on the correct use of data collection tools and to adapt the M&E systems for their sector's needs. This role will be responsible for regularly reporting progress on indicators internally and externally, particularly to donors and clusters.

The MEAL Manager will maintain the mobile data collection system, adding and amending forms as required. The MEAL Manager will consolidate data on indicators into CommCare database. As needed, the MEAL Manager will organize and coordinate assessments by designing tools, training surveyors, enumerators, and/or data entry clerks.

### Tasks and duties:

#### V Main Responsibilities/Tasks

##### Monitoring and introduction of M&E Systems

- Support the introduction and set up of M&E systems for new projects, including MEAL standard procedures, guidance, and tools in line with MI institutional and donor requirements.
- Inform the Location Program Coordinator, Country Coordinator, MI HQ and donors on relevant project progress and achievements, e.g., performance reporting, compliance with logical frameworks, baseline, end line, Knowledge, Attitude, and Practice (KAP) Surveys.
- Prepare and ensure project-specific dashboard development and regular updates for project implementation or review meetings.
- Through regular field visits and data analysis, prepare quarterly monitoring reports to inform decision-making.
- Prepare and update PCM template, log frame, and MEAL activity plans with the collaboration of the Project Managers.
- Regularly track the monthly activities implementation and share the status for management decisions with the collaboration of the Project Manager.
- Work with project staffs to ensure that the project work plans including monitoring activities are up-to-date and progress is continuously tracked.
- Work with the field team and partners to ensure that data is collected and entered in the existing databases and/or tracking sheets, and/or data platforms regularly.
- Work with project staffs to track progress on action points related to implementation and MEAL activities.
- Work with project staffs to provide MEAL inputs for project and program reports.
- Closely follow up on field data collection and flag data collection issues to the Project Managers and Location Program Coordinators.





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- Conduct data quality audits to identify and resolve systemic problems affecting data quality.
- Conduct exit interviews, FGDs, open discussions, and surveys to receive feedback from the beneficiaries for improving services and support of IRC or partners to strengthen accountability to the clients.
- Compile the 5Ws, Activity Info, and any other tools/templates to report to the working groups and other coordinating bodies.
- Support the project development team in the identification of performance indicators and develop quality assurance instruments for sector programs, e.g., Food security, Nutrition, WASH, Protection, and social cohesion according to international humanitarian standards.
- Support program staff in planning for and executing MEAL, including data collection methodology and tools as well as data management, analysis, and use.
- Ensure implementation and maintenance of the MEAL system, including conducting reviews, consultations, trainings, and updates.
- Develop an adequate data filing and storing system according to MI's data protection standards.
- Ensure that projects/programs adhere to relevant legal regulations, humanitarian standards, and MI policies.
- Conduct regular field visits to provide technical support and oversight to the field staff, communicate with beneficiaries and communities, as well as with staff and stakeholders to adhere to ethical principles and avoid discrimination while respecting the individuals' civil, human, and legal rights.

#### **Staff Capacity development and Coordination with partner organization**

- Capacity development and training of program staff on MEAL technical and conceptual areas to maintain high monitoring and evaluation management standards.
- Facilitate trainings to liaise with and teach field staff, partners, and external stakeholders, e.g., local administration on the need for MEAL.
- Ensure partner M&E and technical staff are equipped with knowledge, tools, and resources to support their MEAL functions.
- Maintain liaison with the M&E focal point from the partner organization on regular data collection and providing feedback on the data quality.
- Regular field visits to the partner's office as well as project sites for data verification and documentation and sharing findings with Sr. Program Managers and Program Coordinators.

#### **Evaluations and Learning**

- Develop Terms of Reference for assessments including trainings, orientations, and workshops.
- Provide quality assurance for assessments, baselines, surveys, and evaluations.
- Plan for implementation and follow-up on internal (real-time evaluations, evaluations of humanitarian action, project evaluations, etc.) and participate in evaluations where required.
- Share findings and recommendations of assessments, baselines, and evaluations.
- Provide technical support to research studies.





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- Regularly collect data and develop project impact stories or success stories in collaboration with the Project Managers.
- Assist the Project Managers and Program Coordinators in conducting and documenting end-of-project learning reviews, and sharing lessons learned and best practices, incorporating these into new project designs.
- Any other task relevant to the position and approved by the Line Manager or MI

### Key Qualifications & Experience:

- Bachelor's degree in Statistics or social sciences/humanities. Master's degree preferred with relevant specialization in a quantitative field (e.g., Economics, Sociology, Environment, Statistics, or from other social science groups)
- Minimum of 5 years of professional working experience in MEAL within the humanitarian and development sector
- Ideally familiarity with integrated Health, WASH, Nutrition, Food Security and Livelihoods, HDP Nexus, and Protection programming
- Extensive experience in data analysis, and program monitoring, including designing monitoring systems, indicators, developing MEAL plans, data quality assessments, and survey techniques incl. sampling, qualitative investigation, and statistical analysis.
- Demonstrated ability to coordinate complex activities, meet deadlines, and exercise sound judgment.
- Fluency in English & Arabic (written and spoken), fully literate in standard software packages (Microsoft Office).
- Exceptional analytical skills and proven skills in data management; and statistical analysis using SPSS/ STATA/ CPro, Power BI, or any other statistical application.
- Ability to work effectively in a fast-paced, deadline-driven environment.
- Excellent time management skills and resourcefulness with strong attention to detail
- Excellent interpersonal and communication skills and ability to guide others and build the capacity of diverse teams.
- Awareness, personal commitment and ideally experience in applying MEAL and adaptive management learning to an organisation with a sustainability mission (i.e., environmental, social, economic, and good governance).
- Strong facilitation and training skills as well as proven communication skills to interact with diverse groups: colleagues, beneficiaries, partners, donors, etc.





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### How to apply:

- ✚ Qualified South Sudanese National who met the above requirements can submit their applications either by email addressed to; [mb.hr-southsudan@malteser-international.org](mailto:mb.hr-southsudan@malteser-international.org)
- ✚ Hard copies of application, CV, Scan copies of your relevant certificates, salary expectation with three professional references can be dropped at the reception of:  
**Malteser International – Juba Office.**  
**Plot No. 246, Block 3k 2nd Class Residential**  
**Tongping (behind Indian Embassy)**  
**Central Equatoria State, Juba, South Sudan**
- ✚ Please indicate the job title in the email subject line.
- ✚ The deadline for application is on **13. November.2024 by 5pm CAT.**
- ✚ No phone calls.
- ✚ We regret that we will only be able to contact shortlisted candidates.



*Malteser is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. The MI expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying of the MI persons in any work setting. We aim to increase the representation of women, and people that are from communities we serve. MI is an equal-opportunity employer and welcomes applications from all people, regardless of gender, confession, or origin.*

