

JOB VACANCY.

SD-H3
 Submitted
09 SEP 2024
 09-09-2024

ForAfrika is Humanitarian and Relief Organization operating in various parts of African countries. Our Projects includes feeding and agricultural programs, an orphanage and training centers in Rwanda, drilling of water wells in Eastern Cape, as well as Numerous Community Development Programs in Sub-Saharan Africa.

In South Sudan for Afrika is actively implementing Food for Education, Food for Assets, General Food Distribution, Food Security and Livelihood interventions and Livestock vaccination and we operate Projects in Twice East, Bentiu, Bor, Pibor, Boma, Pochalla, Aweil, Wunrok and Kuajok.

TITLE: MEAL CORDINATOR – National South Sudanese.

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| LOCATION: South Sudan | SPECIFIC LOCATION: Greater Pibor Administrative Area (GPAA) |
| REPORTING LINE MANAGER: | MEAL SPECIALIST |
| Department | Programs |
| | |

Purpose of Position:

The Design Monitoring and Evaluation (DM&E) Coordinators will provide overall technical monitoring and evaluation support to all ForAfrika-Health and Nutrition and FSL Projects in Greater Pibor Administrative Area. The incumbent will closely work with the Area Manager to set, monitor and evaluate project performance targets in line with project objectives and to ensure that they are achieved. The candidate will be responsible for guiding the overall implementation of monitoring, evaluation and accountability related activities within the projects and provide timely and relevant information to the project staff. The DME Coordinator will also be responsible for strengthening the project M&E capacity, regularly monitor and evaluate the results to improve project performance; ensuring monitoring, evaluation and reported is practiced as a means to growing and maintaining a culture of providing credible, reliable, timely and cost effective information for management decisions, accountability and learning in alignment with the project cycles.

Major Responsibilities:

1. Design and manage the implementation of programme and project M&E plans in alignment with the ForAfrika DMEAL frameworks Humanitarian Accountability Standards
2. Coordinate as well as participate in assessments, analysis and dissemination of reports as per the agreed project guidelines. In addition, ensure timely and quality project reports are submitted by the project teams in agreed format and are in line with donor reporting requirements
3. Ensure projects carry out routine activity monitoring for compliance as well as outcome monitoring of project results
4. Ensure DME and program accountability strengthening for staff and community structures are undertaken.
5. Ensure that an appropriate humanitarian accountability mechanism is established for the projects assigned
6. Ensure that M&E capacity development and awareness among relevant ForAfrika staff and County



Health staff is enhanced

Key Outputs/Responsibilities (Accountabilities and results)

Weight (%)

Assessment, Design & Planning

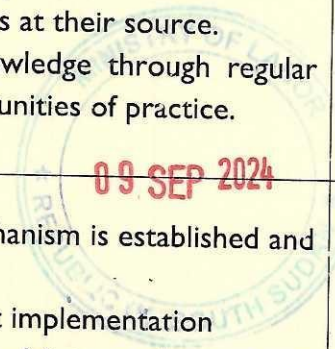
30%

Lead project design, planning processes including mainstreaming of the implementation of programme and projects Accountability, Monitoring and Evaluation plans at community in alignment with the ForAfrika Design Monitoring, Evaluation, Accountability and Learning (DMEAL) framework, Humanitarian accountability standards

- Plan, design and carry out assessments and research exercises as appropriate.
- Provide technical support to partner organizations, Project Managers and Accountability M&E Assistants in community level planning for on-going projects and designs of new projects
- Support project start up workshop to ensure partners and project staff have good understanding of the project monitoring and evaluation and reporting requirements
- Develop and manage an updated database and information management system for project plan, indicators and monitoring activities for projects
- Review the overall quality and consistency of plans for logic, coherence, clarity and provide feedback and assistance to improve, paying attention to such concerns as;
 - Ensuring programming is informed by assessment findings and recommendations
 - Employing a sound and clear logical framework
 - Employing sound and practical indicators to provide evidence.



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| 2. | <p>Monitoring, Evaluation & Learning</p> <ul style="list-style-type: none"> Support the project staff to setup and maintain appropriate and robust M&E systems for all the projects assigned to him/her Support monitoring and evaluation processes ForAfrika developed tools and provide guidance to staff and partners in their use Routinely perform quality control checks of monitoring and evaluation work, overseeing that planned monitoring and evaluation activities are taking place across projects Design, carry out and/or supervise consultants conducting baselines and evaluations and any other assessments Track planned evaluations and ensure that evaluation reports are obtained and timely shared to facilitate learning internally and across the partners Coordinate and facilitate lessons learned events among partners and communities to promote sharing of knowledge generated from project level community reflections, project monitoring and evaluations to improve future program selection, design and implementation as well improvements in existing frameworks Coordinate field monitoring and evaluation activities, stay abreast on best monitoring and evaluation practice and to support quality programming and accountability standards. Provide regular feedback to project staff to improve quality of documents at their source. Enhance corporate learning, capacity building and codification of knowledge through regular contributions on the project monitoring, evaluation and reporting communities of practice. Provide documentation on case studies and success stories. | 40% |
| 3. | <p>Humanitarian & Programme Accountability</p> <p>Ensure that an appropriate humanitarian and programme accountability mechanism is established and functional for all projects assigned</p> <ul style="list-style-type: none"> Ensure a DNH assessment report compiled in the first quarter of project implementation Ensure appropriate tools for Humanitarian Accountability (Complaints and response mechanisms) and mechanism of reporting are adopted and rolled out and functional for all project partners. An appropriate CRM mechanism (i.e. help desks, suggestion boxes, etc) and methodology of feedback is established in all project communities Child protection incident reporting is mainstreamed into the humanitarian & programme accountability reporting system and incident reports incorporated in monthly reporting. | 20% |
| 4. | <p>DME Capacity Strengthening</p> <p>Ensure DME capacity strengthening and awareness among staff and key stakeholders is enhanced. Key areas of focus will be:</p> <ul style="list-style-type: none"> Conduct DME capacity & competency assessment for the staff assigned to him/her and design capacity building strategies to address gaps identified Coordinate structured mentoring support to build the DM&E capacity of staff and partners Ensure tailor-made trainings for project staff, other sectors, beneficiaries, communities and local authorities on CRM system, documentation of best practices, Lessons Learned and how to capture MSC stories and report writing M&E tools and methods with respect to M&E framework | 10% |



Other Competencies/Attributes:

- Demonstrates well-developed interpersonal skills, excellent communication skills, both verbal and written, as well as negotiation skills
- Must adhere to set security standards
- Ensure a gender perspective in the scope of work
- Ability to work in and contribute to team building environment
- Cross – cultural sensitivity, flexibility and emotional maturity
- Ability to exhibit exemplary life style as interpreted in specific local cultural context
- Perform other duties as required

Qualifications: Education/Knowledge/Technical Skills and Experience

- **Educational level required:** A minimum of a University degree in Public Health, Social Sciences, Statistics, Community Development, Development Studies or any related field.
- **Technical Training qualifications required:** Analysis using qualitative and/ quantitative methods including use of participatory methods and tools for planning, monitoring & evaluation
- Professional technical skill desired: Knowledge of the SPHERE standards, Humanitarian Accountability Partnerships; other international humanitarian standards and other capacity building skills.
- **Experience:** Minimum of three years' work experience in community based programming, local government or work with NGOs or humanitarian agencies, of which at least two years must be in monitoring & evaluation.
- **Other:** Proficiency in English and Arabic language is a must.
- Computer literacy is required working knowledge of MS Word, Excel, Power point, statistical packages as SPSS.

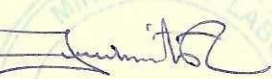

To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter, copies of academic credentials and copy of nationality Identification card. **Hand Delivery to Juba Head office at Equatorial Tower Hai Neem 4th Floor Right hand Wing or Pibor and Boma Sub Flied Office address to Health Coordinator for Afrika or by email to recruitment.ssd@forafrika.org please clearly mark the position title. Deadline for submission: 27th September 2024.**

FORAFRIKA is an Equal Opportunity Employer. ForAfrika considers all applicants on the basis of merit without regard to race, sex, color and Religion.

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.



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| REPORTING LINE MANAGER: | Area Manager |
| <i>Department</i> | Programs |

Purpose of Position:

The key objective of this position, will be to lead the implementation of the proposed project in the aspect of integration with other sectors for quality response and improve outcome. The incumbent will be responsible for the overall coordination of the emergency project, including: harmonization of work plans, monitoring progress against targets and timelines, facilitating learning, strategic engagement with stakeholders, capacity strengthening and unified communication.

Key roles and responsibilities

1. Coordination and communication

- Primary contact for the specific project during the life of the grant period
- Facilitate the activities of the South Sudan Humanitarian Fund Project – meetings, minutes, follow up actions etc.
- Flag issues to supervisor and Technical Advisors as required.
- Enable information sharing and coordinated communication in a spirit of collaboration and transparent within the project location.
- Build and foster healthy working relationships with other health, nutrition, FSL and WASH actors at various levels.

2. Project implementation monitoring and quality assurance

- Ensure that project implementation is guided by result management principles and have effective planning and implementation review processes in place.
- Monitor progress of the consortium towards achieving project targets, making sure they are implemented in a timely and professional manner, according to objectives, goals and indicators, in line with donor requirements and based on beneficiary needs.



- Ensure Area Manager are fully aware of agreed incident reporting requirements.
- Undertake regular monitoring visits to project areas and provide feedback to the field management team, technical advisor, flagging issues where quality might not be maintained, and seek solutions for challenging issues.
- Review and analyze monitoring, narrative and financial reports produced for the project and for compliance and to identify the causes of potential bottlenecks in project implementation.
- Compile and synthesize reports from all sectors (Nutrition and FSL) to produce timely and accurate donor reporting.

3. Financial Management (in collaboration with Nutrition Coordinator, Grants and Technical Specialist)

- Prepare the project specific Cash flow in coordination with the nutrition coordinator and technical staff and ensure adherence to it.
- Ensure respect of donor grants award contract as well as operational manual.
- Together with, review the project budget monthly, advise on corrective action relating to underspends or overspending and ensure that accurate forecasting is completed.
- Ensure compliance requirements maintained within the integrated project, including audit notification and coordination, spot check, or other type of control.

4. Accountability and safeguarding

- Ensure effective use and implementation of MEAL minimum standards across project management
- Regularly check on the complaints handling to ensure local CRM guidelines are followed with respect to documentation, referrals, reporting pathways, and feedback loop
- Responsible for preventing violations to Code of Conduct and Ethics, which may involve conflicts of interest, fraud, corruption, harassment or sexual exploitation and abuse.
- Support partners with advice in challenging liaison with authorities and help share lessons learned.

5. Donor Relations and Representation

- Externally represent the project towards local and national authorities, donor field representative, sub-national clusters coordination system;

Requirements

Qualifications: Education/Knowledge/Technical Skills and Experience

- **Educational level required:** A university degree in a relevant field (public health or food security,) and field experience of at least 5 years in humanitarian and development work;
- Knowledge and experience of cooperation with the United Nations, governmental agencies in the field of humanitarian assistance.
- Demonstrated strategic thinking and planning skills, emphasizing the ability to operationalize and oversee the execution of work plans.
- Strong leadership skills, demonstrated ability to collaborate and work across teams and roles.

Ability to persuade and motivate people and teams.

- Strong knowledge of donor requirements (procedures, reporting...), a solid experience in writing, reviewing and editing narrative and financial reports, an excellent attention to detail, and an extensive knowledge in Project Cycle Management (including activities, budgets, logistics...).
- Experience in facilitating the capacity building efforts of diverse colleagues, including local partner agencies.
- Experience working in a fast changing and hostile environment.

Other Competencies/Attributes:

- Demonstrates well-developed interpersonal skills, excellent communication skills, both verbal and written, as well as negotiation skills
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