

20 January 2023

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**Save the Children**

### Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

**Job Title: NORAD Monitoring, Evaluation, Accountability, & Learning Coordinator**

**(Ipost)**

**Location: Juba**

**Reports to: MEAL Manager-with dotted lines to NORAD Programme Manager**

**Contract Period: 5 Months**

#### **ROLE PURPOSE:**

The job holder is responsible for providing oversight for the NORAD Education Program MEAL function and will work with the MEAL Department, Technical Specialists, Partners' programme teams to design and lead a strong Education MEAL system. The MEAL system's objective is to ensure harmonised and aligned data collection and monitoring to inform decision-making, accountability, reporting and learning in a timely and strategic manner. The MEAL Coordinator ensures that the program undertakes routine Continuous Quality Improvement & data quality assessment, has information briefs, regular sharing of Programme updates with stakeholders, a mechanism for collecting, tracking and responding to feedback and complaints from Programme stakeholders

In addition, the job holder ensures that Quality Benchmarks are used during program implementation of activities and puts in place a tailor made documentation strategy for impact stories, reports, and best practices. The MEAL Coordinator will cultivate a culture of learning within the program and ensure that lessons learnt from pilots, programme interventions and working in consortia are documented, shared between partners and with key stakeholders and contribute to national and global level learning and research. The staff is responsible for ensuring that Programme data on outputs and outcome progress is collected, analysed and synthesised accurately and in a timely manner; supports training of Programme team and partners in quality data collection and management including use of



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data to inform decisions on the Programme priorities. The job holder may be called upon as and when necessary to support the emergency team in cases of humanitarian crisis.



#### KEY AREAS OF ACCOUNTABILITY:

- Participate in annual audit planning for SCI CO based on risk assessments and communicate the audit Management of the operation been audited and to Senior Leadership Team (SLT).
- Support the Head of Audit, Risk and Compliance to identify and mitigate risk using tools that facilitate both field level and Country Office level risk analysis and mitigation.
- Perform risks-based audits (RBIA) of various organizational units (i.e. Finance, Supply Chain and Administration, and Human Resource) aimed at evaluating the adequacy of the systems of internal control and recommending improvements in controls in areas where deficiencies are identified.
- Performing risk-based audits of grant funded projects such as EU, WFP, ECHO, UNICEF BHA etc.
- Carry out audit field assignments, sometimes for an extended period of time for such audits.
- Conduct Spot checks with the aim of monitoring the operations systems for compliance, by randomly checking processes.
- Preparing internal audit reports for presentation to management of the operation been audited with findings and issues identified during audits and giving appropriate recommendations.
- Support the Head of Audit, Risk and Compliance in conducting audit follow up to assess the action plans taken to resolve prior audit issues/findings.
- Participate in investigation into cases of alleged fraud and/or serious negligence as required, provide advice to management on corrective action, as appropriate and in accordance with Save the Children International's Fraud, Bribery and corruption Policy.
- Assist in in the development and delivery of workshops and presentations on fraud awareness to all Staff, Partner Organizations and Suppliers.
- Identify, develop and utilise appropriate audit, risk management and investigative techniques to achieve maximum efficiency and effectiveness under the supervision of Head of Audit, Risk and Compliance.
- Perform other duties as may be delegated by Head of Audit, Risk and Compliance.

#### QUALIFICATIONS AND EXPERIENCE

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**Only Female candidates are highly encouraged to apply**

### **The Organisation**

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

### **Application Information:**

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))



We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

**In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support**

**Deadline for submitting applications: 9th, Feb, 2023.**



A handwritten signature in blue ink, appearing to read "W. Adams".