

13 March 2023



**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:** MYRP Monitoring, Evaluation, Accountability, & Learning Officer

**Location:** Magwi/Abyei

**Reports to:** MYRP MEAL Coordinator

**Contract Period:** 1 Year



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Approved by  
S/Inspector of Labour  
*[Signature]*  
13/03/2023

**ROLE PURPOSE:**

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The jobholder is responsible for leading MEAL functions across the assigned location (Magwi/Abyei) to the MYRP programme in liaison with the MYRP MEAL Manager and under the direct supervision of the MYRP MEAL Coordinator. The function will work closely with the Education Coordinators, project teams across the location of posting.

The role directly tasked to ensure the implementation of the MEAL system's in the field location 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 Officer ensures that the program undertakes routine monitoring that will inform Continuous Quality Improvement, conduct data quality assessment, develop information briefs and create platforms for regular sharing of Programme updates. The role will ensure that mechanisms for collecting, tracking and responding to feedback and complaints from Programme stakeholders implemented and are operational.

**SCOPE OF ROLE:**

**Reports to:** MYRP MEAL Coordinator.

**Indirect Reporting:** MYRP Education Manager

**Dimension:** The MEAL Officer based in either Magwi or Abyei

**KEY AREAS OF ACCOUNTABILITY:**

**Key accountabilities:-**



## KEY AREAS OF ACCOUNTABILITY:

### A: Program design.

- Assess the needs and capacities of the target communities, involve communities in problem analysis, and project design.
- Ensure a clear understanding of the project design among the project teams and facilitate implementation of key design approaches to the programme in liaison with the MYRP MEAL Coordinator.

### B: Operationalize MEAL in the field locations.

- In close collaboration with the MYRP MEAL Coordinator, operationalize the MEAL plan including setting up of mechanisms to monitor and document the progress of implementation of Programme activities.
- Ensuring that MEAL planning and discussion held with project staff and stakeholders during project implementation.
- Ensure the project MEAL templates (Trackers, Quality Benchmarks, IPTTs, Accountability Trackers, Data Audit and Learning Plans) updated and the project team facilitated to undertake key MEAL initiatives.
- Results monitoring and Learning for decision making by tracking and maintaining Project Performance Tracker (IPTT) to flag/address required performance improvements on monthly basis
- Conduct and update monthly IPTT and Quality Monitoring (using quality benchmarks) and coordinate data collection in the field location.
- Act as the focal point for the field location to ensure data collection tools updated and respond to program indicators.
- Implement data quality assurance activities according to the MEAL plan (e.g. data verification and spot checks).

### C: Design and Operationalize Accountability Systems.

- In collaboration with the MEAL Coordinator, facilitate accountability assessments and reviews to inform establishment of accountability systems.
- Support the project team in the development and sharing of information sharing materials/briefs, posters and brochures, and dissemination of Programme information materials to relevant stakeholders, partners and beneficiaries.
- Collect and manage complaints and feedback in close coordination with Programme team in the field office. Track timeliness of response to complaints and maintain an updated Programme complaints tracker.
- Adopt Child Safe Guarding and Safe programming into accountability mechanisms for the consortium.

### D: Build culture of Learning and Knowledge Management

- Guided by the MEAL Coordinator collection of quantitative and qualitative data to inform key learning initiatives.
- Coordinate with the project team to document lessons learnt, best practices and case studies and Facilitate field based dissemination sessions with the project team.

### E: Other Duties

Perform any other duties as may be assigned from time to time by line Manager.

## SKILLS AND BEHAVIORS (our Values in Practice)

### Accountability:

- Holds self-accountable for facilitating key engagements, managing resources efficiently, achieving and role



<p>modelling Save the Children values.</p> <ul style="list-style-type: none"> <li>• Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results not achieved.</li> </ul>
<p><b>Ambition:</b></p> <ul style="list-style-type: none"> <li>• Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same.</li> <li>• Widely shares their personal vision for Save the Children, engages and motivates others.</li> <li>• Future orientated,,thinks strategically.</li> </ul>
<p><b>Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Builds and maintains effective relationships with their team, colleagues, Members and external partners and supporters.</li> <li>• Values diversity sees it as a source of competitive strength.</li> </ul>
<p><b>Creativity:</b></p> <ul style="list-style-type: none"> <li>• Develops and encourages new and innovative solutions.</li> <li>• Willing to take disciplined risks.</li> </ul>
<p><b>Integrity:</b></p> <ul style="list-style-type: none"> <li>• Honest, encourages openness and transparency.</li> </ul>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Bachelor's Degree in Statistics, Public Health, Sociology or Development Studies. A Higher Diploma in a relevant field coupled with experience considered.</li> <li>• Minimum of 2 years working experience in monitoring and evaluation working experience preferably in Education, Protection, CRG or related programs with an International NGO).</li> <li>• Experience with Ms Excel managing databases and Familiarity with mobile data collection platforms.</li> <li>• Familiarity with project frameworks [design/implementation/M&amp;E] cycle.</li> <li>• Experience collecting data through quantitative and qualitative methodologies.</li> <li>• Experience interviewing community members and leaders and/or facilitating focus group discussions (especially with beneficiaries including children).</li> <li>• Commitment to and understanding of SCI vision, mission and values.</li> <li>• Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving.</li> </ul> <p>Excellent interpersonal skills and can work as part of a team.</p>

**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/SCI-Career-Site-Careers)

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: 31<sup>st</sup>, March 2023.**

**Cc: [MoIJobadvert@gmail.com](mailto:MoIJobadvert@gmail.com):(National Ministry of Labour email Address Juba)**

