

13 March 2023



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 Coordinator

Location: Juba

Reports to: MYRP MEAL Manager

Contract Period: 1 Year



ROLE PURPOSE:

ROLE PURPOSE:

The jobholder is responsible for providing technical support on MEAL to the MYRP programme in liaison with the MYRP MEAL Manager. The function will work closely with the MEAL Manager, Education Project Manager, and Education Coordinators and Project Officers implementing the MYRP Programme. Additional roles will include coordination of key assignments with the Technical Partners and Implementing Partners for the MYRP programme to execute the full detailed roles as described in the schedule.

The role aims to strengthen the MEAL system 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

SCOPE OF ROLE:

SCOPE OF ROLE:

Reports to: MYRP MEAL Manager.

Dimension: The MEAL Coordinator will be roving between Juba, Magwi and Abyei.

Staff directly reporting to this post: 2 MEAL Officers (Magwi and 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 stakeholders specifically the project teams.
- Facilitate implementation of key design approaches to the programme in liaison with the MYRP MEAL Manager.

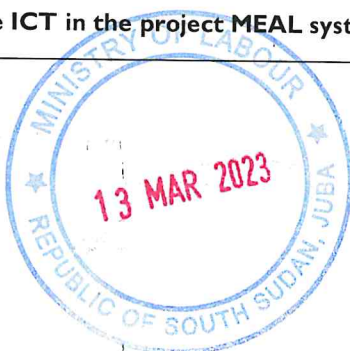
B: Set up a strong MEAL system and operationalize MEAL in all field locations and across the Implementing Partners.

- In close collaboration with the MYRP MEAL Manager, 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 will all project staff, partners and key stakeholders before and after the project kick off meetings.
- 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, analyze and disseminate monthly IPTT/outcome monitoring, Evaluations/Evaluations, program studies/researches from the field locations.
- Analyze project data from the project team and produce strategic analysis for the project management team
- Develop and review program, data collection tools to ensure that tools provide required information on program indicators.
- Implement data quality assurance activities according to the MEAL plan (e.g. data verification and spot checks).
- Conduct monthly QB monitoring (at least 80% of activities implemented) and ensure that improvement actions are developed & logged into the action tracker for follow up.

C: Design and Operationalize Accountability Systems.

- Facilitate and conduct accountability assessments and reviews to inform establishment of accountability systems.
- Support the project team in the development of information sharing materials/briefs, posters and brochures, and dissemination of Programme information materials to relevant stakeholders, partners and beneficiaries.
- Facilitate the project team to set up relevant contextualized feedback and complaints infrastructures, mechanisms, and approaches to receive feedback and complaints from beneficiaries including children.
- Collect and manage complaints and feedback in close coordination with Programme team. Track timeliness of response to complaints and maintain an updated Programme complaints tracker.
- Adopt Child Safe Guarding and Safe programing into accountability mechanisms for the consortium.

D: Integrate ICT in the project MEAL system



- Support implementation of program MIS and integration of Geographical Information System (GIS) in program reporting. Support GIS mapping and dissemination of MIS/GIS reports.
- Strengthen use of digital data management approaches within the program; this includes use of Kobo and ODK among other programs.

E: Build culture of Learning and Knowledge Management

- Facilitate quantitative and qualitative participatory Programme assessments and evaluations in line with the research, evaluation and assessment agenda of the programme.
- Document learnings and best practices; disseminate learnings, reports, publications and participate in learning sessions, and ensuring that the lessons learnt utilized to inform programming and advocacy.
- Facilitate field Learning and Knowledge Management engagements in line with the Learning and Knowledge Management approached for the programme.

F: Partners Capacity Building and Monitoring

- In collaboration with the MEAL Manager, support cascading the MEAL systems to the Implementing Partners and ensure adequate capacity developed across the MEAL focal points.
- Strengthen and coordinate MEAL reporting and joint monitoring among the Implementing Partners.

F: Planning, Budgeting and Reporting:

- Coordinate in the rollout of the MEAL plans across the field locations and implementing partners.
- Coordinate with the MEAL Manager and the project team for appropriate allocation of MEAL resources and utilization based on the MEAL Plans.
- Provide day-to-day direct support to the project team in preparation and reviewing of annual and quarterly project plans and reports.
- Oversee the MEAL budget utilization, and ensure timely implementation MEAL activities.

G: Communication and Networking

- Create and sustain positive working relationships internally with other technical staff; externally with the state and county government structures and other stakeholders.
- Representing the project in various thematic coordination forum as may be required.

H: 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 making decisions, managing resources efficiently, achieving and role modeling Save the Children values.
- 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.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.



<ul style="list-style-type: none"> • Future orientated, thinks strategically.
<p>Collaboration:</p> <ul style="list-style-type: none"> • Builds and maintains effective relationships with their team, colleagues, Members and external partners and supporters. • Values diversity sees it as a source of competitive strength.
<p>Creativity:</p> <ul style="list-style-type: none"> • Develops and encourages new and innovative solutions. • Willing to take disciplined risks.
<p>Integrity:</p> <ul style="list-style-type: none"> • Honest, encourages openness and transparency.
<p>Academic Background, Experience and Person Specifications:</p> <ul style="list-style-type: none"> • Minimum of a Bachelor's Degree in Statistics, Public Health, Sociology or Development Studies preferably with Post Graduate training in M&E or Project planning and Management. • Minimum of 4 years working experience in monitoring and evaluation working experience (preferably in education/protection/health/nutrition/CRG/FSL related programs with an International NGO). • Experience collecting data through quantitative and qualitative methodologies. • Experience interviewing community members and leaders and/or facilitating focus group discussions (especially with beneficiaries including children). • Understanding of the basic standards to ensure data quality. • Knowledge of data analysis principles and software (ideally SPSS, STATA, R, ArcGIS, NVivo, and/or ATLAS.ti). • Familiarity with mobile data collection platforms (like Kobo Collect, ODK, Survey CTO, etc.). • Experience with monitoring and evaluation techniques to assess the quality and effectiveness of program strategies for program learning. • Commitment to and understanding of SCI vision, mission and values. • Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving. • Excellent interpersonal skills and can work as part of a team.

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://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: 31st, March 2023.



Cc: MoJobadvert@gmail.com; (National Ministry of Labour email Address Juba)



A handwritten signature in blue ink, consisting of several loops and a trailing line.

