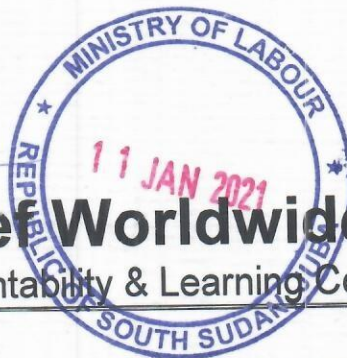


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11/01/2021



Islamic Relief Worldwide

Monitoring, Evaluation, Accountability & Learning Coordinator

BASE LOCATION: Juba, South Sudan

REPORTING TO: Country Director

LINE MANAGEMENT RESPONSIBILITIES: None

PURPOSE OF DIVISION:

Through capacity building and through technical and programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises.

The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.

JOB PURPOSE:

Support programme team in the learning, accountability and data collection of all projects to ensure MEAL objectives are met for IR and in line with donor requirements. Guides programme staff in effective data consolidation and quality management and undertake MEAL related activities using IR learning Systems.

KEY WORKING RELATIONSHIPS

- Has regular contact with all staff in the Field Office. Close contact with the programme staff and Head of Mission.

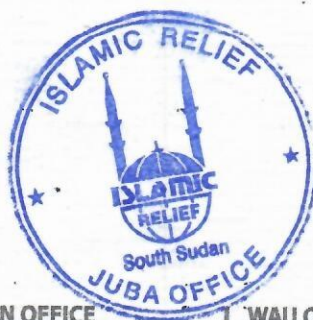
SCOPE AND AUTHORITY

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The MEAL Officer promotes the effective use of Monitoring and Evaluation policies.

Responsibility for Resources: None.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff..



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Key Accountability 2: Ensure project Learning and accountability within the communities

- Establish project learning and accountability initiatives within the communities where these do not exist.
- Maintain learning and accountability initiatives, ensuring programme staff understand the reasons for these are in place.
- Undertake monitoring visits to collect feedback using the Project Community Feedback system.

Key Accountability 3: Support programme team with M&E frameworks and data collection

- Undertake baseline surveys in community.
- Contribute to proposals on M&E aspects.
- Design a performance-monitoring framework and plan for new projects.
- Conduct impact evaluations at the end of projects.

Key Accountability 4: Capacity Building

- Train programme team on data management, M&E methods and tools.
- Leading workshops and training for communities in support of Programme objectives in collaboration with Programme teams.

PERSON SPECIFICATION

ESSENTIAL

Qualifications

- Bachelor degree or Master or its equivalent in statistics, mathematics or a related field

Experience

- At least 2-3 years working experience with International NGOs, particularly in area of M&E.
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability Programme etc.

Skills

- Knowledge and understanding of Monitoring and Evaluation, particularly in NGOs
- Able to analyse quantitative and qualitative data
- Advanced IT skills, particularly in Excel and statistical software such as SPSS
- Able to apply research concepts such as designing questionnaires and to conduct structured interviews for data collection purposes
- Able to build the capacity of others
- An ability to work under pressure with limited support.
- Good written and spoken English; able to contribute to written reports and proposals.
- Committed to Islamic Relief Worldwide values and code of conduct
- Willing and able to travel for up to 30% of role
- Sensitivity to cultural differences
- Language skills in Arabic

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies



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of certified certificates at latest **FRIDAY, JANUARY 29th, 2021 to IRSS-Main Office, Along Unity Rd, Hai Cinema, Juba South Sudan.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.



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