

## Vacancy announcement

<b>Position</b>	<b>MEAL Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Khartoum, Sudan	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	12 months, renewable	<b>Security Risk Level</b>	Sensitive (2/4)

### About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

ACTED has been present in South Sudan since 2007, and is currently operating in Western Bahr-el-Ghazal, Warrap, Jonglei, Upper Nile, Lakes, and Central Equatoria states. ACTED focuses on emergency and relief works around water, sanitation and hygiene promotion; basic infrastructure; food security and livelihoods; and integrated camp management. All of these interventions continue to provide basic and life-saving assistance to vulnerable populations, specifically IDPs, refugees and host communities.

Since the aftermath of the South Sudanese conflict that erupted in December 2013, ACTED has been contributing to the delivery of humanitarian services to 1.7 million displaced persons, 270,767 refugees, and 5.1 million people in need. ACTED continues to providing camp management services in 2 Protection of Civilian (POC) Sites, 1 informal settlement and 2 refugee camps, while contributing to Camp Coordination as co-lead of the Camp Coordination and Camp Management cluster. Acknowledging the importance of engaging in early recovery to transition towards sustainable solutions, ACTED supports communities in improving their livelihoods through the promotion of income generating activities, community saving groups, and Agro Pastoralist Field schools in Greater Bahr al Ghazal, Greater Upper Nile and Lakes.

ACTED provided emergency relief and continued to acknowledge the potential for stabilization and early recovery. Thus, it provided emergency food, shelter and water, hygiene and sanitation assistance to 159,936 internally displaced people in and outside camps, through its static and mobile Camp Coordination and Camp Management (CCCM) response, while strengthening local structures and improving site management, service provision coordination and advocating for improved coverage of the needs and services.

ACTED also invested in resilience and long-term programs. Through its Agro-Pastoral Field School (APFS) approach, ACTED improved families' food security level by providing inputs, strengthening decision-making capacities and mentoring on best practices. Complementary, it invested in climate-smart farming practices, natural resources management and saving loans associations, allowing farmers and entrepreneurs to launch and/or reinforce their businesses and income, better access to markets and enhance capacities to cope with external shocks.

### Key roles and responsibilities

#### 1. Monitoring and Evaluation

##### 1.1) Implementation and Management of AME Systems

- Contribute to the development and updating of the AME country strategy, consolidation of the AME work plan and AME framework for all ongoing projects;
- Ensure that AME observations/conclusions are taken into account and recommendations are incorporated into future concept notes, project proposals, and implementation plans;
- Implement AME policies and procedures as outlined in ACTED's standard AME technical guides and ensure that tools are used as recommended;
- Contribute to the effective deployment of AME collection and reporting systems for all staff and partners through trainings, site visits, manuals, and as many technical supports as needed.

##### 1.2) Technical Systems Development

- Develop terms of reference and mission plans and conduct surveys, monitoring and evaluations;
- Develop analytical tools, methodology and data/information dissemination/use plans;
- Closely supervise data collection and ensure that data collection teams are organized and documented as necessary;
- Ensure that data collected is securely stored in databases;
- Measure and report qualitative and quantitative data on processes, outcomes, deliverables, impact, target and performance indicators for all projects;
- Provide data to Project Development teams for use in reporting;



- Contribute to donor project proposals and funding efforts.

## **2. Training**

- Contribute to the proactive dissemination and use of knowledge gained through M&E activities to Project Managers, Technical Coordinators, and Project Development Managers and Officers;
- Contribute to organizing and facilitating training sessions to capture best practices and lessons learned.

## **3. Contribute to the Beneficiary Complaint Management Mechanism (GMM)**

- Contribute to the implementation of the Beneficiary Complaint Management Mechanism (BCM) in line with ACTED's standard BCM procedures;
- Oversee proper management of the central PMM database;
- Work on the understanding and ability of ACTED teams, partners and contractors to rely on beneficiary accountability and PMM procedures.

## **4. Other**

- Participate in conferences and workshops related to MEA when possible and keep up to date on best practices and new knowledge in the MEA sector;
- Perform any other related activities as assigned by the direct manager.

### **Required qualifications and technical competencies**

- University Degree in Political Sciences, Public Administration, International Affairs, Economics or a related field (anthropology, sociology, statistics);
- At least 1-2 years of professional experience in humanitarian and/or development organisations ;
- Experience with participatory appraisals and project cycle management encouraged;
- Good organizational and communication skills with international and national staff and rural communities;
- Flexibility and adaptability are essential, as well as the ability to plan, take initiative and work independently and under pressure;
- Excellent communication and drafting skills in English;
- Knowledge of the region an asset;
- Familiarity with basic office software programs.

### **Conditions**

- Salary between 1500 and 1700€ monthly (before income tax), depending on the level of education, security level, etc. as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of ACTED benchmark or Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### **How to Apply**

Please send your application including cover letter, CV and references to [jobs@acted.org](mailto:jobs@acted.org) under

**Ref: MEALO/SUD**