

Call for Applications YSAT/JUBA/CFA/2025/004

**Job Title:** MEAL Officer **Duty Station:**  
Juba- South Sudan Country Office

**Reports to:** Project Lead **Position Open Date:**  
28th / Oct /2025 **Closing Date:** 14th /Nov/2025  
**Expected Start Date:** As Soon As Possible **Contract Duration:**  
12Months (possible extension) **Budget Responsibilities:**  
PQL Budgets



Youth Social Advocacy Team (YSAT) is a Youth-led Community Empowerment, Peacebuilding and Humanitarian Non-Governmental Organization registered in South Sudan as a National NGO with Relief and Rehabilitation Commission (RRC) Reg No. 2407.

YSAT Visions a Self-sustained and Violence-free Communities with a Mission to Promote Peaceful Communities by tackling barriers to education, hunger and root causes of violent conflicts for displaced communities.

#### Purpose of the position

The MEAL Officer (Accountability) based in Juba, South Sudan, will oversee the overall implementation of Accountability to Affected Population (AAP) and mainly the Community Feedback Mechanism (CFM) at the country level, including receiving, documenting, and processing complaints received through different channels in addition to be acting as the Safeguarding and CoC at the country level.

Under the Overall Supervision of The Project Lead, the MEAL Officer leads Monitoring, Evaluation, Accountability and Learning of the YSAT activities based on project implementation plan using standard monitoring and evaluation tools with support from the field Team.

#### Duties and Responsibilities.

##### Information Sharing and CFM Handling Process:

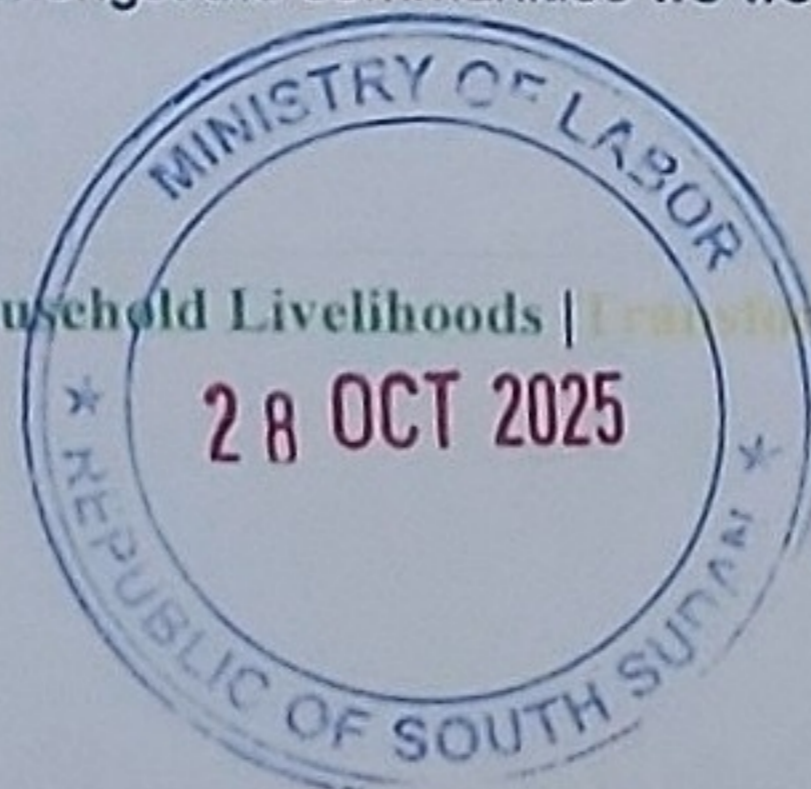
- Develop content for CFM awareness-raising and design attractive IEC materials e.g. posters, brochures and business cards and make sure they are disseminated by all means to the public.
- Conduct regular Code of Conduct (CoC), Community Feedback Mechanism (CFM), and Core Humanitarian Standard (CHS) trainings for YSAT staff and partners.
- With the support of the Project lead, continually aim to improve information sharing and participation with communities, support the design and roll out of innovative methods that increase the engagement and participation of persons of concern and stakeholders at YSAT South Sudan.
- Supervise the day-to-day functions of the CFM and ensure the timely entry of all feedback received from beneficiaries/stakeholders into the CFM Kobo server from the area offices.

Ensure that all non-sensitive feedback should be directly referred to the YSAT -designated colleagues for internal and external follow-up when required. Additionally, ensure the immediate referral of protection-related concerns and sensitive feedback in accordance with the YSAT CFM workflow.

- Develop a monthly CFM report and ensure it is shared with relevant staff and senior management.
- Provide narrative updates on AAP activities in contribution to donor and other internal reports.

#### General Support to YSAT MEAL System:

- In support of proposal development, support the Programme Quality Development Manager to identify the budget/resources needed for the establishment and maintenance of AAP systems and activities.
- In collaboration with the project lead and team in the field, closely monitor AAP activities, materials stocks and expenditure on accountability budget lines.
- With the support of the Programme Quality Development Manager, provide budget forecasts on accountability lines for the budget follow-up (BFU) updates.
- Support the Programme Quality Development Manager in the updating of a mission-wide Accountability Framework and/or relevant AAP standard operating procedures (SOPs).
- Ensure that relevant accountability SOPs are up-to-date, translated into Arabic, and shared with all relevant YSAT staff.
- Support the CHS self-assessment and contribute to the preparation of the resulting accountability improvement plan (AIP).
- Monitor the field activities based on project implementation plan Using standard monitoring and evaluation tools.
- Assist in developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc).
- Support the overall process of surveys and assessment including data collection advising, logistics, participant selection, and training of enumerators.
- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.
- Monthly data collection, data entry & data analysis based on project requirements with ensuring from data accuracy and reliability.
- Provide timely inputs for new initiatives and improvements on M&E issues to the management team.
- Participate in the project's quality, implementation, particularly through identifying weaknesses and strengths in YSAT M&E issues and report to the management team.
- Participate in the evaluation of the project's results and achievements.
- Actively collaborate with Database Entry Officer and provide inputs to develop databases on project activities and assist to updating regularly the database according to the project requirements
- Actively participate to project implementation & coordination meetings.
- Assist to developing technical concepts, guidelines, manuals, procedures, concept papers on M&E issues upon request of the management team.
- Lead project reports and publications upon request of the management team.
- Prepare weekly/monthly schedule of monitoring and evaluation related activities.
- Provide M&E verbal and written reports on a weekly basis to the management team
- Assist to maintaining a clear and transparent filing system
- **Capacity Building:**
  - Coordinate and liaise with DRC staffs and YSAT to improve accountability practices generally and CFM accessibility for program participants, including establishing a broad understanding of the full function of the CFM amongst the communities we work with, DRC staff, partners, and suppliers.



- Conduct regular visits to the DRC and partners' operation areas and ensure relevant program staff are refreshed on accountability principles by organizing CFM sessions as needed.
- Lead the capacity building of YSAT staff on CFM procedures and proactively identify training needs of YSAT staff and partners and contribute to the development on new training materials as needed related to AAP. This includes conducting trainings on CFM as well as providing ongoing support in the development, implementation, and improvement of YSAT system.

**External and Internal Coordination**

- Attend the PSEA working group meetings when requested.
- Represent the MEAL department in project kick-off, project review, closeout, and various learning events.
- Participate in DRC's Regional AAP Working Group.
- Represent YSAT in PSEAH inter-agency networks.

**Desired Qualifications/Experiences**

**Required Qualifications**

- Relevant bachelor's degree in economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- Minimum of 3 years of working experience and demonstrated practical skills in M&E of humanitarian or development-funded projects.
- Previous experience with Epi Info, SPSS, and Excel preferred, familiarity with basic computer packages essential.
- Previous experience supporting Peacebuilding, Gender, and Protection related programming is an added advantage.
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective measure of progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis.
- Strong interpersonal skills and ability to work effectively and independently within a multicultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be advantage.
- Enthusiastic, flexible, and with the ability to work long hours.

**Preferred Skills**

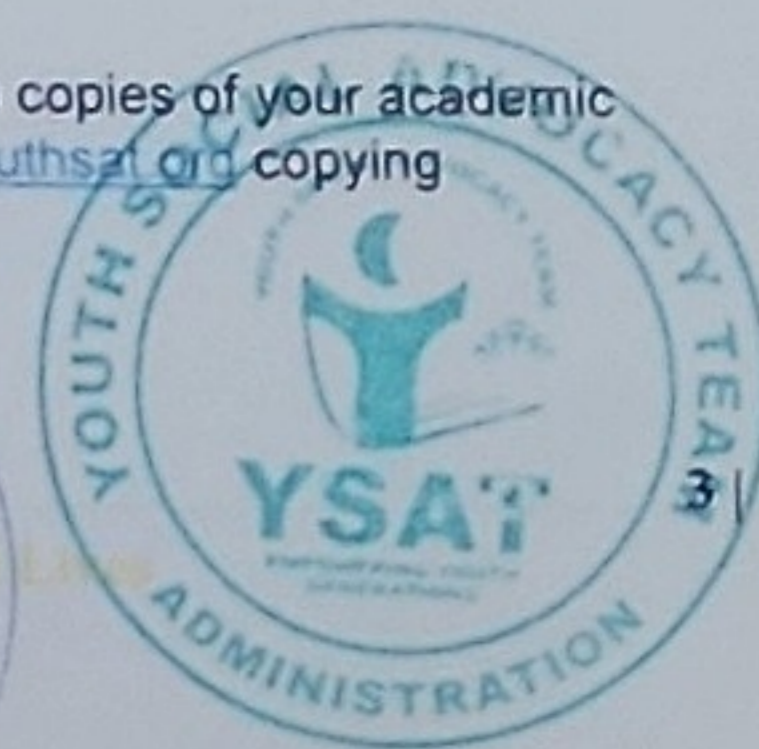
Excellent computer literacy (MS Office with key focus on Excel, tally and Word, PowerPoint;  
 Very good English written communications skills including the ability to prepare reports;  
 Good knowledge of Arabic, English or any other locally spoken languages is added advantages.  
 Team player and ability to multi-task;  
 Ability to meet deadlines and cope with pressing timelines;  
 Problem solving and basic counselling skills  
 Stress & Time management skills.

**Work Relationship**

Internal (within YSAT Office)	External (Outside Office)
<ul style="list-style-type: none"> <li>• YSAT Project Teams</li> </ul>	People we serve
<ul style="list-style-type: none"> <li>• Head of Departments</li> </ul>	Our Partners

**APPLICATION PROCESS:**

Submit your soft copy application, an updated Curriculum Vitae/Resume with copies of your academic documents **ELECTRONICALLY** to Head of HR – People & Culture [hr@youthsat.org](mailto:hr@youthsat.org) copying [youthsat2017@gmail.com](mailto:youthsat2017@gmail.com).  
 Or



Drop **Hard copy applications** and CVs/Resume to YSAT-South Sudan Office in Juba, Youth Social Advocacy Team Plot NO.112. Juba Nabari street Down from American Residence Near Turkish Embbassy, In Tongping Juba-South Sudan.

**Deadline for receiving applications 14<sup>th</sup> Day of Nov 2025 at 5:00 PM CAT.**

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **Refugees**, and National and preferably those with experience working in South Sudan context. **Qualified female candidates are a High Priority!**

#### Child Safeguarding

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

#### Health and Safety

The role holder is required to carry out the duties in accordance with YSAT Health and Safety policies and procedures.

#### Please note:

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. ***Due to the urgency in filling the position, applications may be reviewed and processed before the deadline***
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

*Humanitarian Services are Free!!*

