



## **Advertisement For Assistant Monitoring and Evaluation Officer Based In Pochalla**

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response. NPA is currently implementing Emergency Response Programme in Pochalla. NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Assistant Monitoring and Evaluation Officer**, based in Pochalla.

The contract for this position is Definite Contract with possibility of extension based on funding and performance.

### **Purpose of the Position:**

To provide efficient and effective data management system and reporting on emergency & recovery projects funded by WFP, FAO, NMFA, and based on requirement and availed reporting format of each of the donors. By doing that, the position holder will attend donor and partner meetings with guidance from the Team Leader or M&E coordinator as the Program Manager

### **Duties and Responsibilities:**

- Responsible for coordination of assessments, efficient and timely submission of accurate reports from field sites and maintains an appropriate data capturing, cleaning, storage and ensure consistent data throughout the implementation of emergency response program.
- Work with the team leaders and M&E coordinator to develop a monthly data collection and verification Plan for the emergency project.
- Provide support in revising data collection tools and reporting templates as needed to reflect the continually changing of reporting demands of donors, partners, and clusters
- Work with the relevant field team leaders and projects officers for data collection and ensure all project reports are collected, consolidated and sent to M&E Coordinator in timely manner as required.
- Support in setting up a filing system, and ensure the system running for data storage purposes.
- Review weekly and monthly reports, share performance analysis and ensure good quality.
- Provide training to relevant programmes staff on M&E tools, data collection and analysis and basic surveying and sampling techniques.
- Support the design and implementation of post distribution monitoring surveys, distribution monitoring process and assessment by ensuring the full participation of all project stakeholders at field level.
- Regularly share with the project team leaders and M&E coordinator the updated project activity tracking tool (ATT), Indicators performance tool (IPT), the FSL clusters 5Ws reporting tools and the beneficiaries data base.

- Discharge other relevant duties assigned by the field HoSO, project team leaders and M&E coordinator as required.

### **Desired Qualifications/Skills/Experience:**

- A Diploma in Sociology, Statistics, M&E or any other related fields.
- At least three years' experience as Monitoring, Evaluation and Learning in Relief /Humanitarian work and FSL in Emergencies.
- Experience in beneficiaries accountability with proficient knowledge in designing beneficiaries' complaints and feedback handling mechanism.
- Proficient knowledge in conducting post distribution monitoring, Distribution monitoring process and reporting, Baseline and End line Survey using standard sampling methodology.
- Knowledge in capturing lessons learnt, best practice and success stories for emergency projects.
- Proficient knowledge in using statistical software for data Analysis such as SPSS, ODK and at least conversant with Excel spread sheet Pivot Table for analysis
- Speaks clearly, writes effectively and persuasively in positive or negative situations; listens to others to effectively and efficiently and share information and ideas; and demonstrates ability to build relationships within and outside the organization based on trust and professionalism.
- Has the ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others, reports in a timely manner any barriers to task completion.
- Works cooperatively with others in the organization to achieve the organization's mission, values, and goals.
- Ability to exercise conscience and non-tolerance to corruption and discrimination.
- The person appointed to this position is to abide by the policies and personal code of conduct set by the Norwegian People's Aid (NPA) and represents the organisation in a loyal and responsible manner.

**NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Pochalla Office

**Applications submitted after 12:00 noon on Tuesday 26<sup>th</sup> March 2019, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.