



JOB ADVERTISEMENT - M&E OFFICER

Date of publication: 7TH March 2019

Deadline for applications: 22nd March 2019

Number of Positions Available: 01

Place of work: Juba.

Weekly hours: 40

INTRODUCTION

Humanity and Inclusion -HI (the new name and re-branding of Handicap International since January 2018) was founded in France in 1982. Currently, HI is present in at least 55 countries, with its humanitarian programs reaching at least 2 million people. In 1997, HI along with other partners was awarded the Nobel Peace Prize for its international campaigns to ban landmines sale and use. HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable girls, boys, women and men, including those living with disabilities. HI's current operations are centred in POC sites and IDP camps outside Juba city; Yambio in central Equatoria, Yambio in Western Equatoria, and Torit in Eastern Equatoria, with the country office based in Juba city. Since 2016, HI has been implementing an emergency mobile (or flying) unit responding to mental health and psychosocial (MHPSS) support needs and disability rehabilitation assistance in greater Upper Nile, Unity and Jonglei states. Overall, about 50,000-80,000 direct beneficiaries (girls, boys, women and men) are being targeted through MHPSS (Mental Health & Psychosocial Support) and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI's current programs are funded by ECHO, DFID, UNHCR, MOFA Luxembourg and OCHA among other donors. As part of its 2019-2021 strategy, HI South Sudan is prepositioning to expand programming in Protection, Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

This Project

This project is a collaboration with the DFID Humanitarian and Resilience Program in South Sudan (HARISS). The aim of the HARISS program is to provide life-saving support to the women, men, and children of South Sudan and enable them to cope with the onset of new shocks. The HARISS program works to ensure that quality programming reaches those that need it the most. The HI project will ensure that the most vulnerable individuals are able to access and benefit from these services.

Job Purpose

Under the direct responsibility of the Project Manager, and in close collaboration with the Mental Health and Inclusive Humanitarian Response Team staff, the **Monitoring & Evaluation Officer** will be in charge of creating, updating and maintaining data, databases and monitoring tools as much as being responsible of the reporting on the level of achievement of project indicators. The position holder will have frequent travel to the field sites Yei, Torit and Yambio.

S/he will be responsible for ensuring the creation, functioning and maintenance of the project monitoring tools and databases, trains the team on use of monitoring tools, databases and data management.



<p>Key Responsibilities</p>	<p>Monitoring tools design and implementation</p> <ul style="list-style-type: none"> • Ensures the creation, functioning and maintenance of the project monitoring tools and databases • Supports the team members to correctly complete all documentation (assessment forms, donation certificates, mission reports, etc) • Supports the preparation of the project review meetings • Trains the team on use of monitoring tools, databases and data management • Supports the Project Manager in designing and updating the PM Box to ensure the monitoring and tracking of the project. <p>Data management</p> <ul style="list-style-type: none"> • Is responsible for the data entry and data files management • Guarantees the accuracy of information contained in the database • Updates, organizes, cleans the data files after the teams work • Demonstrates an ethical and professional practice: • To respect beneficiary confidentiality, in particular for critical cases. <p>Reporting</p> <ul style="list-style-type: none"> • Produces relevant information extracted from the databases, such as statistical figures and basic data analysis • Collaborates with the Project Manager to analyse the data collected in order to support the project strategy • Compiles all the data according to the templates needed for the different donors, clusters and HQ requirements <p>Archiving</p> <ul style="list-style-type: none"> • Ensures overall safe keeping of all data produced • Ensures that data stored online (drop box) is back-up on a weekly basis • Keeps responsibility of hard files and all documentation related to the project. <p>Other</p> <ul style="list-style-type: none"> • Participates in cluster meetings when required • Travels to field locations with the team when required to assist with data collection • Contributes to the organization and participates to Post Intervention Monitoring missions in field locations when required • Any other duties and responsibilities assigned by the EC that is within the post-holder's expertise and experience.
<p>Eligibility/Qualifications</p>	<ul style="list-style-type: none"> • Possess a South Sudan national ID. • Degree in information management and/or IT with significant experience working with database, preferable INGO/NGOs • At least 2-3 years of relevant work experience in the position • Proficient in using computer applications (Microsoft office, presentations) • Good communication and interpersonal skills, team oriented work style • Interest and experience of working in multi-cultural environment • Self-motivated, ability to work with minimum supervision • Demonstrated ability to work under pressure, ability to perform multi-



task and meet deadlines

- Ability to organize and prioritize workload and to cope with stress
- Ability to work with an international and multi-disciplinary team

HOW TO APPLY

Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before 5:00 PM on **22nd March 2019** through email or physically to:

HR/Admin Department,
Humanity & Inclusion
Hai Malakal, Plot 83, Block AXIII
South Sudan – Juba
Email to: recruitment@southsudan.hi.org

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Humanity & Inclusion is a leader in disability inclusion and particularly welcomes applications from female and male qualified candidates with disabilities. Please feel free to indicate in the application if you have a disability. You don't have to disclose the nature of disability.
Thank you

