

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No.MEL-2016/10/02/003**

**Who we are?**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

**Country and Project Background:**

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Monitoring and Evaluation Officer
Report to:	Information Management officer
Duty Station:	Melut, Upper Nile, South Sudan
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	23 <sup>rd</sup> Feb 2016

**Purpose of the post**

Under the direct supervision of the Information Management Officer, the M&E officer will be responsible for designing, developing, implementing of the all monitoring activities and aspects, physical monitoring of the context and on-going activities, framework and systems. The M&E Officer will also work closely with the Area Manager, and the Program team Melut as well. The M&E Officer will be based in Melut Office - South Soudan with frequent travel to projects sites in Melut.

**Responsibilities and Tasks**

**initiate and coordinate planning activities**

- Assist in the development of monitoring and evaluation vision /strategy / plan for Melut

**Monitor and evaluate project implementation, this involves:**

- Assist to the implementation and design of a monitoring, Evaluation, Accountability and Learning approach/ tools and system in support of the projects and overall programs of DRC Melut.
- Contribute in development of program/project log frames and change and any other accountability M&E frameworks and formats demanded by the donors and ensure commitments to donors and other stakeholders are aligned with organizations internal M&E systems.
- Participate in regular project reviews exercises.
- Coordinate with the Program Team to ensure regular field visits to project sites and data collection.
- Monitor the implementation of the work plan and project activities through collection and analyses of qualitative and quantitative data and ensure that they are implemented according to work plans and agreed schedules.
- Leading monitoring and evaluation teams and conducting assessment, design and planning, development of methodology of tools, data analyses, report writing with constructive recommendations.
- Review of monthly, progress reports, quarterly, annual reports, and other reporting requirements.
- Assuring the compilation/documentation of program related information, processes, lessons learned, and success stories of the project.
- Develop periodic assessment and reporting templates and guidelines



- Building the capacity of field staff in developing, using and maintaining M & E systems by providing technical support, training and guidance, coaching and mentoring for effective program/projects implementation.
- Assist the program staff to proactively use M&E information and tools.
- Carry out any other duties as requested by the Line supervisor.

**Assist in implementation of new sectorial interventions this involves:**

- Advice on needs assessments for new situations as required.
- Assist in project baseline studies as requested by the Information Officer and help in reviewing draft reports submitted by program team.
- Provide technical assistance in project planning, assisting programs in translating operational plan into actions, defining work priorities and performance through participatory mentoring and onsite visits as needed and requested by Projects Managers.

**Others this involves:**

- Participate in Information forums.
- Providing regular feedback to the information Manager Officer.
- Assist in the documentation of the project meetings/workshops.
- Support in the development of promotional materials, project stories quarterly reports.

**Main results to be achieved**

- M&E Plan for the Projects in Melut according to the Project Life Circles.
- Identify needs of M&E interventions in the Project Management and Propose Effective recommendations.

**PERSON SPECIFICATION**

**Qualifications and Experience:**

*Essential:*

- Degree or diploma in project planning or relevant course.
- 2-3 years' experience in M & E
- Strong Knowledge of data collection and analysis tools.
- Good knowledge of Office Software and data collection tools (Open Data Kit).

*Desirable:*

- Previous experience working with an INGO/CBO or UN
- South Sudan National and National of Upper Nile state will have an added advantage
- Excellent knowledge of Computer (MS excel, word, power point and outlook)
- Very Good communication skills and good command of English language.
- Knowledge of Arabic and Local language is an added advantage

**How to apply:**

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through [jobs.southsudan@drc-ssudan.org](mailto:jobs.southsudan@drc-ssudan.org)

**OR**

Submit your hard copy application to the Human Resource department to the attention of Senior Human Resources officer, Recruitment and Compensation DRC-DDG Office in Juba at Hai Supiri road, near UNICEF and NPA Main office

**OR**

You can as well submit to our Field Offices in Melut/Bentiu/Malaka/Maban

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

**Further information**

Please note, as these positions are urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

