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Approved  
MLPS/HKD



Lashitah  
25/10  
2016



South Sudan  
Plot 592, Block 3K, Airport Road  
Tomping, Juba (UNMISS ROAD)  
Central Equatoria

24<sup>th</sup> October 2016

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** Monitoring and Evaluation Coordinator  
**DUTY STATION:** Kapoeta East County  
**REPORTS TO:** County Coordinator  
**STATUS:** Full Time

### COUNTRY PROGRAM OVERVIEW

The overall objective of the American Refugee Committee (ARC) International South Sudan program is to facilitate the successful repatriation and reintegration of Sudanese refugees and IDPs to their original homes in South Sudan. In order to achieve this objective, ARC implements a multi-sectoral program that includes, primary and reproductive health care, HIV/AIDS and gender based violence prevention and response, and activities geared towards creating economic opportunities for returning populations. ARC currently has program activities in Kapoeta East, Kapoeta South, Aweil, KajoKeji and Magwi counties.

### BROAD DESCRIPTION OF THE ROLE

The M&E Coordinator will be responsible for assisting with monitoring and evaluation of Health Pooled Fund (HPF) program activities. S/He will work closely with health manager, grants and Program Staff to train staff on monitoring tools for programs and grants and train and support staff in appropriate data collection, management and analysis. S/He will maintain the ARC M&E information management system and compile data for monthly and quarterly reports.

### ROLES AND RESPONSIBILITIES

- Assist in the development and management of an M&E system to effectively capture and report on all project deliverables
- Organize joint monitoring visits with the County Health Department (CHD) to the health facilities for monthly data verification
- Work with the CHD staff to oversee the implementation of all primary health care activities conducted at facility and outreach level, including: epidemiological



surveillance, Ante Natal Care (ANC), Maternal and Child Care (MCH), Out patients Care (OPD), Essential Programme on Immunization (EPI), Health Education and Laboratory services;

- Conduct Joint visits to the health facilities to ensure implementation, data collection, reporting are based on standard MoH protocols and guidelines
- Work with the CHD staff to supervise data input into the DHIS and processes for checking data quality with County coordinator.
- Support the CHD to update the indicators in the DHIS database to enable the fulfillment of reporting obligations to SMOH and donors.
- Support the CHD to ensure that monthly DHIS reports are submitted to the SMOH by the stipulated deadlines.
- Oversee the outputting of DHIS data in preparation for the quarterly review and re-planning process.
- Work with the CHD to ensure all health facilities have the necessary data collection tools, reporting formats, equipment and supplies to render quality PHC services.
- Provide on-the-job training on data collection, patient care where necessary during support supervision visits to ensure best practices.
- Develop performance improvement plans with the CHD, and health facility staff as needed
- Conduct project verification of data and activities in coordination with technical coordinator
- Maintain organized, complete, and controlled evidence to support all reported indicators.
- Maintain ARC's M&E information management system
- Analyze the data and provide a report in a graphical form
- Conduct field visits to program sites for monitoring and tracking of program activities.
- Compile the program site mapping of activities and share with the County coordinator and senior health coordinator
- Lead the process of collecting client satisfactory surveys at selected health facilities
- Collect information for the timely and regular development of program success stories
- Perform any other duties as required by supervisor.

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#### **EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED**

- This position is open to South Sudanese Nationals only.
- Diploma in clinical medicine and or Comprehensive Nurse and Midwife. University degree preferred
- At least two years' experience in similar position with a reputable institution.
- Excellent computer skills (word-processing, spreadsheets, and databases) are required
- Knowledge of SPSS, and EPI info, LQAS and DHIS is required



- Has experience conducting needs assessments
  - Excellent communication skills (oral and written).
  - Strong data collection, analysis, and report writing skills required
  - Excellent interpersonal and consultative skills, including the ability to communicate, present, negotiate and influence a variety of audience.
  - Willing to work in flexible hours or weekends to complete task at hand.
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## HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC South Sudan office located at Thong ping UNIMIS road Juba (near UNMIS main) or the **ARC South Sudan field office located in Narus Kapoeta East**. Applications can also be submitted to the following email address: [ssvacancies@arcrelief.org](mailto:ssvacancies@arcrelief.org)

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert.

**Only shortlisted candidates will be contacted for an interview.**

**The Deadline for receiving applications is 11<sup>th</sup> November 2016 at 5:00 pm local time.**

