

APPT-2017  
12/15/2017

**THE JOHANNITER**

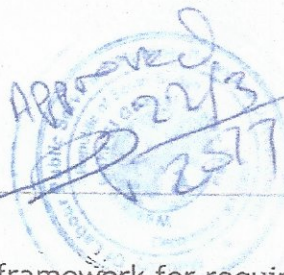


## VACANCY ANNOUNCEMENT

Johanniter-International Assistance is an International Non-Governmental Organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. In South Sudan, Johanniter is operating health, nutrition and WASH (Hygiene promotion) programs in former Western Equatoria and Western Bahr el Ghazal States.

<b>Job Title: Senior Monitoring &amp; Evaluation officer(1 position)</b>	<b>Duty Station: Wau Office</b>
<b>Department: Program</b>	<b>Section: Nutrition, Health, CLTS and Food security</b>
<b>Supervisor: Project Coordinator</b>	
<b>Other Relationships: M&amp;E officers, CLTS supervisors, CLTS facilitators, Logistic officers, Finance and Admin Officer/assistants</b>	
<b>Staff Managed: M&amp;E officers</b>	
<b>Main Purpose of Job:</b>  The Senior M&E Officer is responsible for the overall planning and implementation of monitoring all activities and outputs of the active projects in Wau and will support the Project coordinator as well as the Head of programs in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects, both new and established throughout the projects period. S/he will provide technical field support to the M&E unit, within the program department. The Senior M&E Officer will work closely with Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the project/Deputy project coordinators. S/he may be assigned to focus on supporting one or more specific grants or projects within a program as assigned by the Project Coordinator.	
<b>Main Duties:</b>  <b>Program Management Support</b> <ul style="list-style-type: none"> <li>• Support all M&amp;E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.</li> <li>• Ensuring regular flow of information on M&amp;E processes, tools and data in use by Wau Programmes with the Monitoring &amp; Evaluation Officer</li> <li>• Ensuring continuous updating of Wau Programmes database by providing the M&amp;E information/data to Project Coordinator or Head of programs</li> <li>• Supporting and mentoring the Wau Programmes Implementation Teams in execution of the M&amp;E processes</li> <li>• Analysing effectiveness of M&amp;E processes to meet all program needs and donor requirements and providing recommendations for adaptation/development of the</li> </ul>	





### **System Development**

- Develop the overall framework for required M&E systems, including key indicators, outputs and outcomes;
- In collaboration with the project coordinator and head of programs, develop protocol and data collection tools for baseline, mid-term and final evaluation assessments;
- Develop and implement M&E reporting guidelines and systems designed to inform the direction of the project, including data quality and data use strategies;
- Ensure the alignment of research and M&E activities with program goals;
- Train project partners on M&E guidelines, survey instruments, data collection tools, and other tools required for project M&E;
- Work with project staff and partners to build capacity in quality data management;
- Supervise activities involved in collecting and analysing data and reporting results;
- Contribute to the development and implementation of a strategy for synthesizing and disseminating key results, programmatic lessons learned, methodologies developed and other research outputs of the program;
- Support project/program staff on ways to properly document, organize and capture program progress.

### **Data Management and Analysis**

- Keep abreast of developments in grant/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.
- Suggest ways to facilitate data collection and the flow of data within Program field teams.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions along with the Project coordinator/head of programs.
- Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
- Support and participate in program and project evaluations

### **Reports, Communication and Proposals**

- Support Project Coordinator and Head of Programs in reviewing donor reports to ensure high quality reports are submitted on time for the program.
- Assist Program Development in establishing log frames, M&E tools or frame works, work plans, and targets during the drafting donor project proposals as well as throughout project implementation
- Review and analyse weekly reports with the M&E officers to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.





reports for donors/partners.

- Ensuring regular flow of high-quality information, data, quotations and identification of potential human lesson stories from Wau Programmes to feed the project or country office for possible Donor & Partner Communication

## Reporting:

Maintain up to date records on above functions for provision of reports to supervisor as

## Systems Compliance and Improvement:

- The Johanniter-South Sudan specific finance, anti-corruption, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from Project Coordinator or country office

## Policy compliance - Mandatory Reporting Policy (MRP):

- Ensure any violations of the Johanniter Anti- corruption and Sexual Abuse and Exploitation Code of Conduct are reported to the Project coordinator. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of corruption, sexual abuse and exploitation of beneficiaries by The Johanniter and other humanitarian workers

## Confidentiality:

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of The Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

**Note:** The role of the Senior M&E officer cannot be limited to the specific duties and tasks detailed herein. The success of the Johanniter humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the Senior M&E officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

## Qualifications, Skills and Experience:

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## Education:

- First degree in statistics, public health, demography or a related field;
- At least 3 years of Monitoring and Evaluation experience (essential), mainly in food security, health, nutrition and WASH programs
- Experience developing study design and methodology including sampling procedures, assisting with implementation, analysis and write-up to inform strategy is preferred;
- Substantial knowledge on quantitative research methods, sampling techniques, data analysis and interpretation, and applied knowledge of qualitative research methodologies

## Experience:

- Good level of proficiency in Windows Excel and quantitative analysis
- Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email).
- Ability to design M&E tools, surveys, surveillance systems, and evaluations
- Demonstrated ability to train and build capacity of others
- Strong interpersonal skills
- Bilingual in English and either Arabic or other local languages
- Experience of working on integration of nutrition in Food security and Sanitation

## Functional skills and knowledge:

- Demonstrated capability in developing robust M&E frameworks for nutrition, food security, health and WASH programs;
- Demonstrated capacity to use project M&E to advance strategic goals and provide data for decision-making;
- Competency in training and capacity-building required and skill in data quality assurance desired;
- Strong oral and written communication skills;
- Excellent computer skills, including data software, such as SPSS/EPInfo;
- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Good communication skills.
- Should be able to plan his/her own work on daily/weekly/monthly bases
- Should be able to submit reports on time
- Should be a Team player
- Ability to work with minimal supervision

Public Service of South Sudan  
Ministry of Health  
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**Other skills (e.g. I.T.):** Excellent computer skills  
(documents/spreadsheets/databases/presentations/calendars/email).

**Languages:** Fluency in English or Arabic, with an excellent working knowledge of the other local language.

The position is open for: **SOUTH SUDANESE NATIONALS WITH ALL NATIONAL DOCUMENTS.** Please submit a cover letter outlining your interest, qualifications and CV if you would like to be considered for this position.

**Applications submission is not later than Friday 31st March 2017 at 5:00 PM South Sudan time.**

**How to apply:** Deliver your updated CV, cover letter, certificates and copies of your national ID as single document to the followings emails addresses: [alemayehu.tamene@thejohanniter.org](mailto:alemayehu.tamene@thejohanniter.org) and cc: [charles.okidi@thejohanniter.org](mailto:charles.okidi@thejohanniter.org)

Please indicate the title of the position you applied for in the subject line of your application. Please note very well that an unmarked application will not be considered for short listing.

**NOTE:** Only short listed candidates will be contacted for the interview. Attach only the copies of your credentials while the original will be asks during the interview. All the photocopies will remain the property of Johanniter International Assistance.

**Note:** Qualified female applicants are strongly encouraged to apply

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