

Job Title: Monitoring Assistant

Position: 1

Department: Programme

Reporting to: Project Manager

Direct Report to: None

Indirect Reports: None

Duty Station: Amadi and Maridi States

Contract Duration: 6 months

Closing Date: 17 June 2017

**ORGANISATION BACKGROUND**

Rural Women for Development (RWD) is a national umbrella Organization for empowerment of rural and urban women in South Sudan formed under the non-governmental organization Act of 2016 under the Relief and Rehabilitation Commission (RRC) South Sudan. RWDSS works in the following sectors: Food Security and Livelihood; WASH/Health; Gender/ Education; Peace Building; and Capacity Building for women.

**JOB PURPOSE**

The Monitoring and Evaluation Assistant will be working under the direct supervision of the Project Manager. She/he will be responsible of communicating M&E information, gathering data from the field staff, follow up on activities and reporting. Specifically on capacity building of Agriculture extension workers and farmers groups in Maridi and Amadi state.

**KEY DUTIES AND RESPONSIBILITIES**

* Collect information on progress of each activity of a project being implemented, and enter the information into database platform;
* Provide support in establishing and updating an M&E tracking database;
* Provide assistance in monitoring and evaluation, data collection, and data delivery to the Monitoring and Evaluation Officer;
* Assist in analysing and compiling data to measure the progress and impact of Capacity building of Agriculture extension officer and Farmers group projects.
* Participate in and coordinate the timely collection and analysis of all program performance data and success stories on a project for capacity building of Extension officer and farmers groups in Amadi and Maridi State.
* Provide day to day verifying data quality and ensure all data is input into database platform and analysed in an integrity manner;
* Develop and maintain a data management system using Excel, Access, or other data management and analysis software;
* Develop and maintain database backup and filing systems;
* Undertake visits to the field throughout the project, as needed to support and/ or supervise data collection or verify data quality;
* Prepare reports of project data, as required for reporting;
* Contribute to the documentation of project events such as meetings, events and workshops;
* Under the supervision of Project Officer, perform other tasks as required.

**QUALIFICATIONS AND EXPERIENCE**

* University degree or Diploma in Agriculture, Social sciences, Public Administration or any related field.
* Post-graduate Diploma in Project Management is an added advantage
* A minimum 2 to 3 years’ experience in reporting position with Local or International NGOs;on food Security and livelihood
* Knowledge of MS Word, Excel and SPSS required;
* Experience with data form design, collection and data entry;
* Demonstrated ability to work cooperatively as a member of a team;
* Demonstrated ability to work with large quantities of data and convert it into understandable results;
* Ability to communicate clearly to diverse audiences;
* Ability to analyse and interpret large amount of information;
* Excellent communication and interpersonal skills.
* Good command of English with excellent report writing experience and skills

**HOW TO APPLY**

Interested and qualified candidates should submit application letter and CV plus 3 names of referees via email addressed to: ruralwomenfordevelopment@gmail.com clearly indicating the job title ‘**Monitoring Assistant**” on the subject line or envelop. Hard copy of the applications and CVs can be brought to the office of Rural Women for Development next to the former MTN Office in Gudele 1; ***telephone 0954 536 764/0955385333.*** Due to the urgency of the recruitment, long-listing and shortlisting will begin before the closing date. Only short-listed candidates will be contacted for interviews. This is a national position and qualified females are highly encouraged to apply. RWDSS is an equal-opportunity Organisation and does not discriminate on the basis of gender, ethnicity, race, religion or political affiliations.