



## RE- VACANCY ANNOUNCEMENT

**Post Title:** MEA Advisor

**Number of Vacancies:** 01 (one)

**Duty Station:** Juba, South Sudan

**Contract length:** 6 Months renewable

**Reports to:** Country Director

### Organizational background

Provides support and supervision to Monitoring, Evaluation and Accountability activities and staff for all RRHP II and related projects. Strengthens the M&E framework, systems and capacity for measuring progress and evidencing its impact at multiple levels in line with the strategies of the project(s). Provides leadership to key reporting functions in coordination with the Country Director, Program Managers and assists in defining the program's strategic direction.

Provides support in aligning M&E methods, tools, skills to ensure that requirements are established and met at all levels. Effectively supports implementation of the project vision; provides guidance and assistance in reporting, documentation and knowledge management; supports evaluation and monitoring and evaluation; identifies opportunities and prepares proposals; and liaises with donors, and partners as needed. Provides support in setting optimum levels of learning, reporting and accountability and ensuring that the same are met. Promotes an atmosphere of trust and mutual respect.

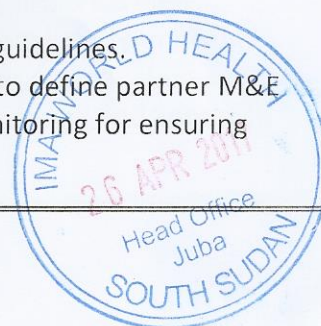
### **Essential Functions:**

#### Strategic/Functional Leadership

1. As a member of the Country Director's management team, the MEA Advisor is jointly responsible for strengthening MEA framework and systems for deepening impact and translating strategic change agenda into IMA's operational plans and delivery deepening impact and translating strategic change agenda into the organization's operational plans and delivery.
2. Supports IMA in reinforcing and cascading the organization's vision, mission, values and praxis into regular work process at multiple levels.

#### Technical Support

1. Develops and operationalizes the M&E framework and system including processes, tools, methodologies and MIS in line with achieving IMA's strategic objectives, monitoring and assessing the impact of all work and setting high standards for organizational performance.
2. Supports quality design and conduct of planning, monitoring and reviews of program and project progress against strategic and organizational objectives.
3. Develops and implements mutual accountability framework in line with MEA guidelines.
4. Collaborates/Supports other Country Director's management team members to define partner M&E work, monitors compliance and effectiveness of both process and system monitoring for ensuring greater transparency and accountability of IMA's work.





5. Supports Program, Policy and Project Team Members in designing and developing log frame and M&E systems for institutional/high-value donor projects.
6. In collaboration with other team members, supports capacity development initiatives (including needs assessment, module development, training facilitation, etc.) for staff and partners on participatory monitoring and evaluation, reporting and accountability.

#### Reporting and Documentation

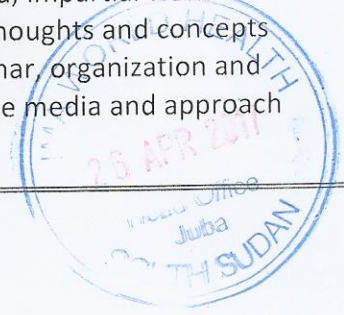
1. Collaborates/Supports Project unit to regularly and periodically document and share monitoring and review findings, lessons, evidences and best practices with staff, partners, relevant stakeholders and other decision structures.
2. Facilitates data synthesis, analysis and summary M&E reporting base on standard format and donor requirements.
3. Develops and operationalizes the M&E framework and system including processes, tools, methodologies and MIS in line with achieving IMA's strategic objectives, monitoring and assessing the impact of all work and setting high standards for organizational performance.
4. Ensures adequate reporting to donors by collecting information and preparing Detailed Implementation Plans, annual reports, evaluations and other reports as required.
5. Assists Chief of Party with data gathering, analysis and management in compliance with donor requirements.
6. Evaluates program effectiveness and determines corrective action needed to improve goal achievement.
7. In the event of new program opportunities becoming available for IMA, will assist IMA New Windsor in proposal and documentation preparation.
8. Other relevant tasks as assigned by the IMA World Health Chief of Party for South Sudan or his/her designate.

#### **Qualifications (Required):**

1. Masters level degree in health or related field.
2. Experience as an M&E manager working in international health.
3. Experience supervising professional and support staff in a multicultural, multi-linguistic environment.
4. Demonstrated performance as a decision-maker with excellent interpersonal skills and capable of directing and managing change, inspiring teamwork and high performing teams.
5. Demonstrated leadership in working with host country officials from the health, community, NGO/FBO/CBO sectors.

#### **Qualifications (Preferred):**

1. Professional maturity - Maintains a positive outlook, motivates self and team to work constructively under pressure. Responds resourcefully when challenges arise and accepts responsibility for actions, learning and change. Arrives at work and appointments on time.
2. Analytical Thinking - Builds a logical approach to address problems or opportunities; manages the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Approaches analysis with an unbiased, impartial view.
3. Oral and Written Communication – Clearly and effectively expresses ideas, thoughts and concepts verbally and in written or graphic form, using correct and appropriate grammar, organization and structure, and effective presentation media and techniques. Uses appropriate media and approach to present ideas formally to individuals or groups with required impact.





4. Community Health Programs Experience – Understands determinants of community health and how to build the capacity of communities, health-related agencies and other service providers to function as equal partners in community-based service, training and education. Understands the details of the continuum of healthcare and corresponding treatment and stays current with the latest developments in this field.
5. Decision-Maker – Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.
6. Strategic planning and integration - Demonstrates the knowledge and capacity to foster development of a common vision. Identifies a path to meet strategic goals by developing short- and long-range plans that are appropriately comprehensive, creative, realistic, and effective in meeting goals. Exhibits leadership in integrating planning efforts across work units.

#### Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to: The Human Resource Office IMA or e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to the IMA Juba Office, Numira-Talata, opposite Basketball stadium. Deadline for submission is **Friday May 19<sup>th</sup> 2017 by 5pm Juba time.**

NB: Applications received later than the deadline will not be short-listed. **Only short listed candidates will be contacted.** Due to the urgency of this vacancy announcement IMA reserves the right to fill this position prior to the closing date

IMA World Health is an equal opportunity and affirmative action employer.

***Open to South Sudanese nationals only***

