



To: H. 3
Approved by labour
office mup & HRD
10 APR 2019

JOB ADVERTISEMENT

Job title:	Senior PMER Coordinator, HQ – Juba
Unit/Dept./Delegation:	Organisation Development Department
Reports to:	Head of Organisation Development
Supervisor to:	PMER/M&E Coordinators
Opening Date:	10th April /2019
Closing Date:	30th April /2019

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross or Red Crescent Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of sixteen (16) branches – in South Sudan with a growing network of sub branches. There are currently over 250 SSRC staff members across Headquarters and branches and approximately 10,000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

The Senior PMER Coordinator is responsible for providing technical leadership, assistance, guidance and support to SSRC PMER staff in the PMER unit, volunteers and members in data collection, planning, monitoring, evaluation and reporting (PMER). The Senior PMER Coordinator will manage and supervise the PMER unit and reports to the Head of Organisational Development. The position is based in Juba with frequent travel to the project areas and other Branches as assigned by the Head of Organisation Development. The Senior PMER Coordinator is specifically tasked with providing PMER support to all the PMER Staff, and ensure that the SSRC Strategic objectives and transparent accountability to all the stakeholders

JOB DUTIES AND RESPONSIBILITIES

Planning

1. Provide technical advice to the SSRC on operationalisation of the SSRC strategic plan 2018 - 2021
2. Assist the Head of Organisation Development in providing technical support to midline and endline surveys, and small-scale surveys and all in other kind of assessments
3. Ensure that all SSRC planning are done in accordance to the SSRC PMER framework and as well the NSD framework
4. Provide technical support to planning for workshops and trainings for SSRC programs as delegated
5. Ensure that SSRC Annual Plans are all consolidated and presented to the SMT and the partners as per the agreed deadlines
6. Ensure that Community Engagement is taken as key in all projects and program planning and setting up of realistic SMART indicators
7. Ensure that Community consultation is paramount in the planning cycle



Monitoring

1. Provide the PMER team with technical support in developing monitoring tools
2. Provide technical support to SSRC program staff at HQ In the monitoring of training outcomes/impact through follow up visits;
3. Facilitate/develop joint supervision or monitoring mechanisms for SSRC Program staff, PMER team with Partners
4. Assist the PMER team/unit in data collection, data entry and reporting and general Data management for the NS
5. Ensure that cross cutting issues including gender, diversity, violence prevention and accountability to beneficiaries are included in monitoring and that related tools are made available and utilized by the project team
6. Provide technical support in scheduling in consultation with PMER team on mid-term reviews, lessons learnt workshops, Beneficiary Satisfaction Survey and others
7. Ensure that lessons learnt and best practices are documented and or used to inform program and project management

Evaluation

1. Support the Head of programs in planning process for baseline, midterm and final evaluation as delegated by the Head of Organisation Development
2. Take leadership in and provide technical support to evaluations protocols and tools where applicable with support of the PMER team members
3. Provide inputs to evaluation Terms of Reference
4. Provide field supervision services during baseline, midterm and final evaluation data collection
5. Ensure that lessons learnt and best practices are documented

Reporting

1. Ensure timely submission of all quarterly projects and Program reports to the SMT and donors with support of the PMER Unit
2. Provide quality assurance for the donor reports and advise the SMT where necessary
3. Provide feedback on reports and support staff in report writing
4. Support the documenting of project implementation status, success, failure, lessons learned, thematic anecdotes and best practices for wider dissemination with support and supervision of the PMER team
5. Assist the Head of OD on Partner/donor accountability:
6. Remind project/programme managers of narrative and financial report deadlines to donors.
7. Provide feedback/quality assurance on donor reports

Documentation

1. Facilitate documentation and reporting of lessons learned and best practices for internal and external sharing as assigned by the line manager and partners
2. Facilitate in organizing lessons learned from workshop/reviews of project work plans with partner and other stakeholders

Capacity building

1. Support and train SSRC staff, volunteers and board members in the following areas:
 - Planning processes, including planning and design of projects/programmes (Logframes, M&E plans, budgets etc.)
 - Project/programme monitoring
 - Reporting (according to SSRC's reporting system, in agreed formats etc.)
 - Baseline and evaluations



POSITION REQUIREMENTS

- Bachelor's degree in social sciences, Statistics, Computer Science, project management, or equivalent technical field
- Project management, report writing and/or PMER course or equivalent training
- Minimum 3 -5 years of work experience in the field of planning, monitoring, evaluation and reporting (PMER, MEAL or M&E)
- Practical experience in using PMER tools, in particular, the logical framework approach (LFA,) PMF and PIP
- Experience in supporting organizational learning, accountability and performance
- Experience in training, Coaching and mentoring staff members
- Experience of working for a humanitarian aid organisation
- Self-supporting in computers (Windows, spreadsheets, word processing)
- Skills in training and mentoring staff on DHIS, SPSS, ODK, Kobo
- Excellent communication skills
- English (fluent)
- Local languages

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact addressing to Human Resources Department. Or by email: vacancy@ssdredcross.org Please, indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please indicate clearly the position you are applying for on the back of your envelop.

You have to arrange your documents in the following sequence.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply

