



### **Vacancy Announcement**

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

**Vacancy:** Monitoring and Evaluation Officer  
**Reports to:** Area Coordinator  
**Duty Station:** Yida/Ajuongthok  
**Start Date:** ASAP  
**Deadline of Application:** 14<sup>th</sup> April, 2017

### **SUMMARY**

The Monitoring and Evaluation (M&E) Officer will provide day to day management of the monitoring and evaluation activities related to projects/ programs in *Yida/Ajuongthok*; including working with program staff, external consultants and key stakeholders. The M&E officer will work closely with the National M&E Program Manager based in Juba who in turn will communicate with Samaritan's Purse (SP) IHQ technical staff and Regional Manager on matters related to M&E. The post holder will be responsible for the oversight and implementation of an effective and efficient Design, Monitoring, Evaluation and Learning system (DMEL) in *Yida/Ajuongthok* to improve accountability and information flow and providing on the site program support.

Under the overall support and guidance of the Area Coordinator and National M&E Program Manager the post holder will assist in providing monitoring and evaluation tools to assess project progress against agreed objectives. The post holder will ensure that all area programs in *Yida/Ajuongthok* are implemented in accordance with the SP's Program Management Field Operation Guild (PM FOG)

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

#### **Strategic Level:**

1. Provide overall management for the design and implementation of the M&E system in *Yida/Ajuongthok*, working closely with other staff, consultants and partners and provide progress updates to the Area Coordinator, donors and Key stakeholders, and to the National M&E Program Manager when appropriate.
2. Lead the role out of Samaritan's Purse Reporting System (SPRS) in *Yida/Ajuongthok*, providing support to Program Managers and other staff for in the use of data collection software where necessary.
3. Assist program staff in ensuring monitoring tools and M&E plans are incorporated in the proposal writing stage for *Yida/Ajuongthok*.
4. Identify programming information gaps which need to be addressed in order to better facilitate overall humanitarian response.
5. Design M&E strategies for SP field program in *Yida/Ajuongthok* ensuring that all activities and results meet quality standards for UNHCR, SPHERE, WHO or other standards where appropriate and are in line with SP's PM FOG.
6. Review program achievements against target indicators with the purpose of strengthening reporting as well as discussion making in collaboration with Program Managers and ACs, Key stakeholders.



### **Project Support:**

1. Assist Program Managers to develop and then implement realistic monitoring plans for individual programs that capture quantitative and qualitative data for comparison against goals and objectives.
2. Ensure M&E methodologies and reports are approved by SPs Program Development Division (AMT) in liaison with National M&E Program Manager.
3. Select and incorporate appropriate and internationally standardized performance indicators, such as Food Consumption Score (FCS), Coping Strategies Index (CSI), Household Hunger Scale (HHs) for integration into on-going monitoring activities.
4. Assist Program Managers in routine monitoring of their projects and ensuring that activity information is collected in an efficient and timely manner and is in line with SP PM FOG requirements.
5. Maintain an effective information database (SPRS) for projects which should include activities, results, targets and progress reports.
6. Engage in spot checks and process monitoring to track results (output, outcomes and impacts).
7. Contribute to design and development of new projects/program concepts and proposal ensuring that especially results frameworks, logical frames, work plans are well done and are in compliance with the donor requirements and SP standards.

### **Data collection, management and analysis.**

1. Serve as the primary point person for all monitoring and evaluation related work
2. Take the lead in formal research activities ( i.e surveys both quantitative and qualitative)
3. Develop and refine various data collection instruments (both quantitative and qualitative) and maintain a results database to aggregate data.
4. Train and/or participate in rapid needs assessments, baselines and evaluations to inform program design.
5. Train and assist program field staff to conduct surveys using appropriate standardized methods.
6. Take the lead in the use of Mobile Data Collection ( MDC) for activity and results monitoring
7. Manage data entry process, storage and analysis templates for project monitoring where required.
8. Lead analysis of collected project data using accepted international tools and methodologies.
9. Conduct advanced statistical analysis when required

### **Reporting.**

1. Manage the information-gathering process for results and performance results, in addition to other briefings, summaries, papers, presentations, etc. for various audiences as needed.
2. Support Program Managers to produce reports (monthly, quarterly, annual, final) in a timely manner which accurately reflects field level conditions and programming impact against objectives which document good practices, lessons learned trends, and implementation issues, etc.
3. Research and collect content and stories about the projects achievements.

**How to apply:** Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of national ID card for clear identification to Samaritan's Purse Juba office by **14<sup>th</sup> April, 2017**. Applications can also be sent through this email: [recruitsouthsudan@samaritan.org](mailto:recruitsouthsudan@samaritan.org). Only South Sudanese applicants will be considered for this position.

- We do appreciate your interest in working with us. However, only short listed candidates will be contacted

