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Approved  
Alm. MLP SHAD  
MINISTRY OF LABOUR, PUBLIC SERVICE  
17 AUG 2017  
HUMAN RESOURCE DEVELOPMENT

## VACANCY ANNOUNCEMENT

**Post Title: M&E Officer**

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

**Duty Station: Melut Upper Nile, South Sudan**

**Contract length: 6 Months renewable**

**Reports to: State Support Manager**

### Organizational background

IM world health is seeking for monitoring & evaluation officer based in Melut Northern Upper Nile. Under direct supervision of state support manager, the monitoring and evaluation officer will build M&E leadership at County health departments(CHDs) in Rent, Maban and Melut and health facilities, and he/she will also provide technical support to implementation, management, and monitoring and evaluation of rapid result health project (RRHP) in northern Upper Nile counties.

### Major Responsibilities.

1. He/she will assist county health departments (CHDs) in strengthening monitoring and evaluation system.
2. He/she will work closely with county health departments (CHDs) to provide necessary assistance on accurate monthly data collection, management and reporting.
3. He/she will ensure timely data submission from health facilities to county health departments.
4. He/she will undertake monthly data verification, and provide technical assistance for Identified data collection and management challenges.
5. He/she will strengthen the feedback mechanism through presentation of data in graphical format to each health facilities. He/she will also train health facilities in-charges to replicate the same feedback mechanism to boma health team (BHT).
6. He/she will train health workers on use of health management information system tools (HMIS).
7. Provide technical assistance to CHDs on areas of monthly and quarterly data analysis, reviews, presentation, and use.
8. He/she will develop an indicator performance tracking sheet for each county and up-date it monthly.
9. He/she will ensure availability and distribution of health management information system (HMIS) tools.
10. Together with CHDs, and state support manager roll out boma health initiative tools in the counties.
11. He/she will assist CHDs to conduct regular data quality checks during entry, to ensure clarity accuracy and consistency.
12. He/she will develop joint M&E supervision plan and operationalize it
13. He/she will conduct data quality audit (DQA) to ensure that the system is capable of generating a good quality data.
14. He/she is expected to develop and maintain a productive working relationship with CHDs/SMOH and other partners.
15. He/she will also train county departments' staffs on micro-soft office.

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16. He/she will be involved in other duties that may be assigned by state support manager

**Requirements**

1. Diploma or bachelor degree in public health, demography, statistics or any other related field
2. At least 2 years' experience in monitoring and evaluation of development project preferably with international or national organization.
3. Experience in data analysis and presentation using SPSS, stata and among others.
4. Ability to coach and mentor
5. Experience in using district health information system (DHIS)
6. Familiar with micro-soft word and excel.
7. Strong inter-personal skills and ability to work effectively and independently multi-cultural team.
8. Ability to speak, read and write in English is required. Knowledge of local languages is a plus.

**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 **Wednesday September 6<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*

