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Approved
A/mr. M. L. S. & H. R. D.
26.01.2017

CARE INTERNATIONAL SOUTH SUDAN

MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING OFFICER

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE South Sudan is looking for a suitable candidate to fill the position of **Monitoring, Evaluation, Accountability and Learning Officer to be based in Juba.**

Job Summary

The MEAL Officer (Intern) will work directly with the DM&E Coordinator for efficient and timely submission of accurate reports from all field sites and maintains an appropriate filing system of received data and reports. He/She will also work closely with the relevant technical Project Managers on project Design, Research, Monitoring, Evaluation and reporting. The post will involve traveling to field sites (approximately 20%).

SCOPE OF WORK

1: Data and information Management

- Design a programme data and information storage and retrieval system in Care South Sudan Server
- Work with the Field M&E officers and programme to ensure all reports are timely submitted, QA/QC carried out, updated in relevant databases, shared with relevant teams and saved in the server.
- Maintain an appropriate filing system of received weekly and monthly reports from all the field sites;
- Ensure a functional share drive server for storage and retrieval of Programme information and data and that all programme documents are loaded up to date in the server; follow up with programme and project managers/team leads to ensure all reports, program related documents are saved in their relevant server folders



- Reviewing and updating the server with IDSR and field HIS from weekly reports in collaboration with Programme support officers generating the IDSR reports using DHIS and NIS and update data in the server.
- Databases: Ensure programme data basis are kept up to date including an excel based Grant tracker.
- Regularly update the Grant/programme tracker and share on or before due date

Update regularly the consultants' database

2: Programme Monitoring and Reporting

- Support the synthesis and dissemination of routine programme data, and analysis of trends;
- Review weekly and monthly reports and ensuring that necessary corrections have been done by programme staff;
- Support the programmes teams in health, WASH, nutrition and livelihoods to carry out all routine monitoring and periodic evaluations
- Verify IDSR, HIS, Sectoral and cluster reports from all the sites and upload into server
- Carry out synthesis and dissemination of regular updates of routine programme data, and analysis of trends.
- Enter all data accurately and in a timely manner
- Follow up with field programme team to ensure reports are submitted timely ensuring reports are reviewed and submitted to cluster and upload the reviewed report into server.
- Carry out synthesis and dissemination of regular updates of routine programme data, and analysis of trends.
- Carry out On-Site Data Verification (OSDV) on predesigned monitoring instruments, through observation, personal interviews and taking photographs (if feasible) and ensure data quality checks before submission of final reports.

3: Programme Design, Research & Evaluation

- Support in revising of data collection tools and reporting templates as needed to reflect the continually changing of reporting demands of donor and clusters;
- Support the roll-out of monthly monitoring tools for new programme activities
- Support to the creation and maintenance of M&E Frameworks/tools
- Build MEAL capacity of all programme and partner staff through training and on the job support

Support the implementation of the surveys and assessment process, ensuring the full participation when needed of all GOAL programme sectors from planning through data collection to reporting and drawing of conclusions and recommendations

4: Accountability & Learning



- Assist the DM&E Co in the deployment and implementation of the key Core Humanitarian standards(CHS) in the organization ensuring the that accountability and appropriate Feedback and Complaints and response mechanism (CRM) is in place
- Support on the logistics of organising trainings, technical visits, Research and surveys;
- Maintain and update the Programme Recommendations Tracker with input from the relevant programmes and operations staff.
- Ensure that processes are in place to allow for systematic and inclusive feedback to communities and stakeholders on all evaluations undertaken
- Any Other duty assigned by the DM&E Co.

Qualifications and Competencies

- Relevant Diploma/Bachelor's degree, with component of statistical analysis or Mathematics preferred.
- Previous M&E experience in the humanitarian and development sector
- Previous experience of conducting Household & Multi-indicator in an emergency context preferred.
- Experience of humanitarian, relief and/or development programmes an advantage.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Previous experience with DHIS, NIS, SPSS, ENA and Epi Info and Excel preferred
- Ability and willingness to travel to and stay in remote locations
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an advantage
- Excellent IT skills, especially in Word and Excel with ability to analyses data and interpret statistical information
- Ability to work under pressure, and priorities workload according to the changing needs of the programme
- Enthusiastic, flexible and with the ability to work long hours in sometimes remote and/or insecure contexts to meet the needs of the programme
- Experience/knowledge of South Sudan



HOW TO APPLY

The position will be based in Juba. This position is ONLY opened to South Sudan Nationals.

Closing date for receiving application will be 14th February 2017

Applications and CVs should be sent by Email to: hrjuba@ss.care.org or hand delivery to:

CARE South Sudan

Tong ping Area, off US Residential Road

Juba, South Sudan

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

