

**ARDF****African Relief and Development Foundation**  
Save lives and Build Healthier Communities

## Job Vacancy

**Job Title: Monitoring and Evaluation (M&E) officer**

**Position: 01**

**Duty Station: Ezo County, Gbude State; Former western Equatoria**

**Reporting to: Project Coordinator**

**Opening Date: 10<sup>th</sup> /Jun/2019**



### Background

African Relief and Development Foundation popularly known as ARDF is a non-profitable, non-governmental organization registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. ARDF aim to provide development and Humanitarian relief services to extreme communities affected with poverty and crises by enhancing transformation of their lives and ensuring total health being.

Mission: ARDF works to save lives and build healthier community by supporting people in meeting their needs in hard to reach areas and ensuring their accessibility to development and humanitarian relief services.

ARDF is therefore seeking for a Qualified Candidate to fill a position of M&E officer for its anticipated project “Supporting ANISA II through Community Mobilization for Improved HIV care and Treatment Outcomes” to be based in Ezo County.

The Purpose of M&E officer is to provide routine monitoring of project achievement against project output indicators in Ezo County.

### Key roles and Responsibilities

- 1) Assist in the development of project monitoring and evaluation plan and its effective and efficient implementation
- 2) Timely collection HIV data to measure the achievement against performance indicator
- 3) Develop M&E database to analysis and aggregate finding.
- 4) Ensure that project data are entered and updated on timely basis
- 5) Travel to the field sites to provide data quality assurance (DQA)
- 6) Ensure HIV data collecting tools at the outreach sites are provide to the team
- 7) Provide capacity development to project mobile outreach team and health facility staff.
- 8) Liaise with the field project officer to ensure clients details are correctly filled into the registers
- 9) Ensure lessons learnt are fed back to the project implementation
- 10) Compile quantitative reports on weekly and monthly basis and send to the project coordinator.

### Policy compliance – Mandatory Reporting Policy (MRP):

- o Ensure any violations of the ARDF Sexual Abuse and Exploitation Code of Conduct are reported to the Project Coordinator. The reporting of violations is an obligation on the part of all staff members.

- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by ARDF and other humanitarian workers

**Confidentiality:**

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of ARDF acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

**Qualifications and Experience**

- Diploma in Statistic and demography or social science or other related field
- At least 2-3 years' experience in M&E

**Functional skills and knowledge:**

- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Should be able to plan his/her own work on daily/weekly/monthly bases
- Should be able to submit reports on time.
- Ability to work with minimal supervision.

**Other skills:**

- Good communication skills.
- Good reporting skills.

**Languages:**

- Fluency in English, local Arabic and Zande is an added advantage

**How to apply**

To apply to this position, send your soft copies of CV ,cover letter and your academic credentials to: **lobowa.ardfsouthsudan@gmail.com** and copy to: **ardfsouthsudan@gmail.com**. Hand delivery should be submitted to ARDF Head Office at Dar-es-Salam, along St. Kizito – Hai Tarawa Road next to Darling Primary & Secondary School. It **Must** be addressed to Human Resource Manager.

While in field location, hand delivery should be submitted to ARDF Field Office in Yambio at” **Passion For The Needy** “compound adjacent to Mikesse University ,Hai Bakindo coordination office and Must be addressed to: **Admin assistant** Yambio, Gbude state.

The deadline for the application is **03/07/2019** by 5:00pm

Note : Due to the urgency of the position, we will be reviewing the applications and interviews may be done before the closing date.

This position is open to south Sudanese National only. Female applicants are strongly encourage to apply.

