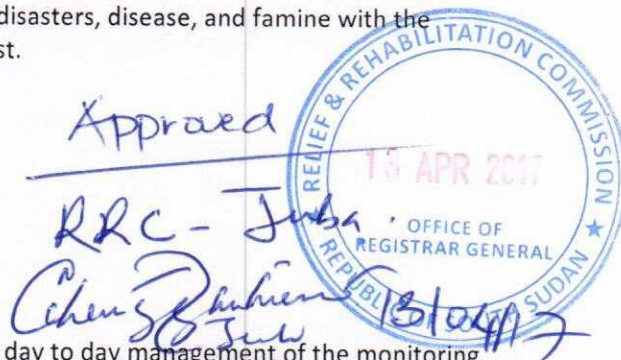




Vacancy Announcement

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.

Vacancy: M & E Officer
Reports to: Area Coordinator
Duty Station: Mayendit
Start Date: ASAP
Deadline of Application: 27 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 *Mayendit*; including working with program staff, external consultants and key stakeholders. The M&E officer will work closely with the National M&E Program Manager and other M&E staff 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 *Mayendit* 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 *Mayendit* are implemented in accordance with the SP's Program Management Field Operation Guidelines (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 *Mayendit*, 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. Support the role out of Samaritan's Purse Reporting System (SPRS) in *Mayendit*, providing guidance to Program Managers and other staff for in the use of data collection software where necessary.
3. 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).

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.
3. Research and collect content and stories about the projects achievements.

Capacity building:

1. Facilitate evaluation sessions with Program staff on lessons learned, program performance and work plans in partnership with relevant stakeholders.
2. Provide training to program staff in the use of Mobile Data Collection (MDC), use of iForm builder software equipment for project monitoring purposes in conjunction with SPRS
3. Ensure that evaluation findings are utilized in future program design.
4. Facilitate internal dissemination of M&E findings with SP Staff and other donor bodies

SUPERVISORY RESPONSIBILITIES

This position will have minimal supervisory responsibilities.



QUALIFICATIONS

To perform this job successfully, an individual must maintain a personal relationship with and be a consistent witness for Jesus Christ, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrate substantial experience in a M&E or a programming role
2. Communication and analytical skills
3. Advanced algebra skills required for evaluating M&E data
4. Computer skills especially statistical analysis using excel, SPSS, among others
5. Demonstrated ability in Data Collection, Data Management and Analysis
6. Experience of conducting project evaluations including using different survey methodologies e.g cluster sampling and LQAS
7. Good knowledge of project cycle management and development
8. Good report writing and reviewing skills besides other strong interpersonal skills

EDUCATION AND EXPERIENCE

A minimum of a Bachelors' degree in development related subjects preferable, Economics and Statistics with a minimum of one year experience in Monitoring and Evaluation. One year of college-level Biblical studies strongly preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Arabic language skills preferred but not required. Dinka preferred, but not required.

MATHEMATICAL SKILLS

Advanced algebra skills required to calculate quantities of items and elementary statistics preferable for evaluating M&E data.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

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 nationality identification to Samaritan's Purse – Juba Office by **27 April, 2017**. **Only South Sudanese applicants will be considered for this position.**

Applications can also be sent via email to: recruitsouthsudan@samaritan.org

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

