



Approved
SOH-3
MLPS & HRD
16/2/2017
Helle

JOB TITLE: SCOPE M&E OFFICER

Department: DISTRIBUTION

Location: MINGKAMAN

Date of Advert: 16/02/2017

Date of Closure: 10/03/2017

Reporting to: ROVING DISTRIBUTION PROGRAM MANAGER



1. Organizational Background:

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. ACTED implements projects in more than 30 countries around the world, in Africa, Asia, Europe, Latin America and the Middle East. ACTED has over 15 years of expertise and experience in addressing the needs of conflict and disaster affected populations, in emergency and development settings. ACTED's operations in South Sudan are centered on an integrated community development strategy aimed at supporting vulnerable communities.

ACTED is looking for qualified and highly self-motivated candidates to fill the position of **Scope M&E Officer** to support its programs across South Sudan.

Tasks and Responsibilities:

- Under the direct supervision of the Roving Distribution PM, key responsibilities will include (but are not limited to):
- Work closely with the AME department to develop Trader and Market Monitoring tools and plans, and progressively increase capacity for data analysis at field level
- Strategize a Trader and Market Monitoring plan for the project period
- Update the plan according to changing needs
- Conduct process monitoring at the distribution site (e.g., Are beneficiaries receiving their vouchers? Approximately how long are beneficiaries waiting? Do they have access to adequate shade and sanitation facilities?)
- Implement the plan and submit regular reports to C&V Supervisors and PM
- Provide regular feedback to the staff, especially at the Market Help Desk, regarding gaps that need to be filled, and how the distribution can be more efficient
- Manage SCOPE Field Monitors and casual enumerators
- Ensure staff are compliant with ACTED's internal procedures and humanitarian principles
- Investigate any community claims about trader or ACTED staff misbehaviors, and elevate the issue to Program Manager
- Be open to changing responsibilities and adapting to changing needs.
- Terms
- Recognize that s/he represents ACTED's reputation and integrity in the community.



ACTED

- Demonstrate neutrality and fairness in relations with community leaders, local authorities, and beneficiaries.
- Do not show preference for friends, family, neighbours, or other NGO/INGO employees at the distribution site via the fast-tracking mechanism.
- Closely monitor all staff (both contract and casual) to ensure they remain accountable (i.e., SCOPE cards not being diverted, staff are not allowing friends or family to move faster).

Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal,

and ACTED Office in Mingkaman in hard copy by March 10, 2017. Or by mail to

Juba.adminassist@acted.org; jessica.kim@acted.org

- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply

