



AFRICA DEVELOPMENT AID
P.O. Box 122 Juba, South Sudan
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Vacancy Announcement



Organization	Africa Development Aid (ADA)
Position/title	Monitoring, Evaluation & Reporting
Reporting to	Executive Director
Programme duty station	Juba
Work with	All programme Managers
Duration	6 Months
Starting date	ASAP

Organizational Context:

Africa Development Aid (ADA) is an expanding and vibrant South Sudanese National NGO operating in Upper Nile and Jonglei States. At ADA, we work with vulnerable communities to realize their full potentials and build resilience to create environments in which local population can thrive. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming.

For the past 5 years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness, training, S/NFIs and WASH. ADA has had enormous humanitarian projects in pursuit of a peaceful, self-reliant, and improved future. Our past and current donor portfolio includes the IDM, CARITAS Germany, ZDA, SSHF, Christian Aid among other strategic and potential partners. ADA is an exciting and dynamic local organization experiencing revitalized management. It offers sound employment conditions with opportunities for personal growth and development.

Position Summary : The M, E & R Officer will provide among other things technical and professional support to projects by carrying out on periodical basis the aspects of Monitoring, Evaluation and Reporting. You will be part of ADA's dynamic team contributing to effective and efficient project Monitoring, Evaluation and Reporting. You will ensure that all ADA's projects achieve their intended results by monitoring the indicators and report any recommendation that deem possible for the success of the project and track the progress of such. You will have frequent travels to the field locations to conduct data quality audits and capturing field success stories. ADA is now looking for suitable candidate to fill the position of Monitoring & Evaluation and Reporting officer to be base in Juba. well integrated into wider ADA's programme.

Objectives of the position: To ensure efficient and effective implementations of all activities by providing Monitoring, Evaluation and Reporting supports to all the projects under implementation by ADA. Ensure that projects are planned, implemented, monitored, evaluated and reported in accordance with agreed budgets and donor's guidelines, and plans are coherent and in line with Africa Development Aid Strategic Plan 2018-2022.

Specific Responsibilities:

- Timely plan project monitoring by devising a plan at the inception period till final evaluation.
- Assess and develop the organizational M, E & R Performance framework.
- Collect, compile and submit quality and timely project progress reports.
- Document and compile ADA's field success stories.
- Analyze staff M, E & R needs and conduct appropriate training to suit their level of understanding.
- Attend project review and coordination meetings both at country and field level.
- In addition to donor reporting tools, you shall develop other appropriate projects report tools.





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- Participate in staff trainings, conducting field assessments and proposal development.
- Develop Monitoring, Evaluation and Reporting tools for ADA and ensure that all projects progress are monitored, evaluated and reported accordingly.
- Recommend on timely manner to the management how best results can be achieved. Compile and upload success stories and field achievements into ADA website.
- Perform any other duties as may be assigned by the programme Director

Qualification & Experience Required:

- Degree or its equivalent with three (3) years progressive experience in M, E & R, projects planning and management, statistics, Agriculture, Business Administration or other related disciplines.
- 2-3 years of experience in programme monitoring and Evaluation with INNGOs/NNGOs, government institutions and or other institutions in the same capacity.

Required Desirability and competence:

- Strong understanding of M, E & R principles, tools and processes including database management, reporting etc.
- A conceptual understanding of community base projects framework.
- Good experience and understanding of the need for and integrated programme and systems approach.
- Knowledge of Arabic/Juba Arabic plus any other local language will be an added advantage.
- Strong facilitation and training skills as well as formidable computer knowledge with the latest IT versions is desirable.
- Empathy with ADA 's Vision, Mission, Goals and objectives and ability to communicate them both internally and externally.
- Familiarity with humanitarian law and principles of humanitarian action (international code of conduct and humanitarian charter)
- Have strong sense of accountability to both beneficiaries and the donors
- Strong communication skills at a level appropriate for high level external representation and ability to tailor communications to different audiences
- Be willing to work in a team environment, travel and stay overnight at project site

Attitudes:

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

Application process :: This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to duop.cada@gmail.com quoting the position in the email subject matter and or on the envelope by **26th January, 2018**, Or hand-deliver your application at ADA Office- Juba Na'bari, Tongpiny along Kololo Road Opposite Catholic University South Sudan. Or call **+211956727352**. Each application should be addressed to the HR & Admin Manager and include the following:

- An updated CV which should include contact information for three work-related referees.
- An application letter together with all academic credentials, Birth Certificate and national ID
- ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals

Deadline: will be Friday Tuesday 20th of February 2018 at 4:30PM

