



South Sudan
Plot 592, Block 3K, Airport Road
Tomping, Juba (UNMISS ROAD)
Central Equatoria

7th April 2016

VACANCY ANNOUNCEMENT

POSITION TITLE: Monitoring and Evaluation Officer
DUTY STATION: Magwi County, Republic of South Sudan
RESPONSIBLE TO: County Coordinator
STATUS: Full Time

Country Profile:

Operational in South Sudan since 1994, ARC has been implementing multi-sectoral programs that include primary health care, water and sanitation, reproductive health care, HIV/AIDS and gender based violence prevention and response, and activities geared towards creating economic opportunities for returning populations. Of recent, among other things, ARC has been an Implementing Partner to run a county-wide health service delivery model under the Health Pooled Fund (HPF) in Magwi, Kapoeta East and Kapoeta South Counties. Besides, ARC has been running Aweil State Hospital and Kapoeta Civil Hospital under the HPF. ARC has also been the lead implementing partner to run county-wide health programs in Kajo Keji County under USAID funding.

PRIMARY PURPOSE OF THE POSITION

The primary purpose of the M&E Officer is to ensure that periodic reports are collected from health facilities and community volunteers, reviewed, analyzed and submitted to the respective government offices, donors and organizational consumption in a timely, complete and correct manner.

Overall scope of the work:

- Responsible for timely collection of reports from health facilities and community volunteers.
- Responsible for identifying the training needs for community and facility based health services providers on data recording, reporting and use, organizing and conducting trainings based on the identified needs.
- Responsible to ensure the quality of data collected, entered into DHIS software, and provide periodic feedback to the facilities.
- Work very closely with ARC staff members, CHD staff members, Payam supervisors, health facility staff and community leaders.



- Responsible to organize meetings with community volunteers to document and report their activities.
- Monitor performance of the county, Payams and health facilities against set targets.

MAJOR DUTIES/RESPONSIBILITIES:

- Provide on Job Training on weekly IDSR (including mhealth applications) and monthly routine data collection, analysis and use to health facility in-charges, Payam Supervisors and CHD staff members.
- Provide mentorship and coaching to CHD and ARC staff on how to enter, review, transport and send weekly IDSR, monthly routine and quarterly supportive supervision reports collected from the facilities and community members using mobile applications and computer DHIS software.
- Conduct joint visits with CHD to the health facilities and community volunteers to ensure appropriate use of HMIS tools and record keeping based on standard MoH protocols and guidelines.
- Oversees the implementation of all primary health care activities conducted at Facilities and outreach level including: epidemiological surveillance, Ante Natal Care (ANC), Maternal and Child Health (MCH), Out Patients Care (OPD), HIV/AIDs, Essential Programme on Immunization (EPI), Health Education and Laboratory services to make sure that relevant data are recorded and reported.
- Work with CHD and other ARC staff to ensure correct data input into the DHIS and process the software to check data quality.
- Organize joint monitoring visits with the ARC and CHD staff to the health facilities and community volunteers for monthly/quarterly data verification.
- Update indicators in the DHIS database in consultation with SMOH M&E experts to enable the fulfillment of reporting obligations to SMOH/MoH.
- Oversee the output of DHIS data in preparation for the quarterly review and planning process.
- Provide technical and capacity building support to CHD in monitoring and evaluation.
- Correct data validation error in the IDSR and DHIS system.
- Cascade the county target into Payam's and Health Facilities target and monitor their progress against those set targets.

Other Functions

- Performs any other related duties that may be assigned by line manager
- Comply to ARC Standard Operational Procedures

REQUIREMENTS /EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED/

- University Degree in Monitoring and Evaluation, Public Health or Community Health with 1 year experience in data collection, analysis, and reporting in health.
- Or, Diploma in one of the aforementioned field of studies with 3 years and more practical experience in M&E in health sector.
- Relevant in-service and on job training on Health Management Information Systems, mHealth application and District Health Information System (DHIS)



- Prior experience in using mHealth application for weekly IDSR reports and DHIS software for routine monthly and quarterly supportive supervision reports.
- Prior experience in working with local governments and communities under similar capacity.
- Fluent in English and one of the local languages in Magwi County.
- Computer skills including Ms Excel, Ms.Access, Ms.Word, Ms.ppt and Email.
- Excellent skills and experience in training facilitation, mentoring and capacity development
- Proven ability to work cooperatively with others in a team environment

KEY BEHAVIORS & ABILITIES

- Highly motivated, self-starter, ability to work independently and has ability to incorporate constructive feedback
- Demonstrated ability to work in a fast-paced environment with tight deadlines, effectively managing multiple priorities
- Flexibility and willingness to adjust to changing responsibilities or needs as they arise
- Willingness to frequently travel and live in remote and security difficult situation

HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to the ARC South Sudan field office located in Magwi or ARC South Sudan country office located at Thong ping UNIMIS road Juba (near UNMIS main). Applications can also be submitted to the following email address: ssvacancies@arcrelief.org.

Please mark your application to the "HR Department" clearly indicating the position you are applying for. Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

The Deadline for receiving applications is 28th April 2016 at 5:00 pm local time.

