



VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Position: Monitoring & Evaluation Officer (1 Post)
Location: Juba, South Sudan
Reports to: Health & Nutrition Manager
Start Date: ASAP
Eligibility: South Sudanese National Only

About RI: Relief International (RI) is a home to teams of humanitarian activist-professionals committed to transforming adversity into renewal for the world's most vulnerable populations. By partnering with beneficiaries and communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development.

Position summary: The M&E Officer will be responsible for the monitoring and evaluation of projects activities and ensuring high quality and timely inputs. He/she also ensures that projects maintain their strategic visions and that activities result in the achievement of the intended outputs and outcomes in a cost effective and timely manner. The M&E Officer will lead the design and implementation of M&E activities of all health and nutrition projects; preparing data sets for internal and external reports, developing and maintaining databases of projects and will be responsible for the collation & analysis of different data in relation to projects activities at the field level. The Monitoring and Evaluation Officer will supervise Monitoring and Evaluation Assistants.

Key Responsibilities:

The monitoring and evaluation assistant will have the following duties and responsibilities:

- Develop a national M&E plan including all health and nutrition projects
- Develop monitoring, verification and evaluation procedures
- Oversee team of Monitoring and Evaluation Assistants
- Train M&E team on data collection, cleaning, compilation and analysis
- Monitor all field project activities and progress towards achieving the projects outputs and outcomes;
- Lead the design and implementation of assessments, surveys and other related activities
- Participate in developing logical framework for all projects including indicators (impact, outcome, output), data collection tools and means of verification
- Create data flow charts and databases to capture data across projects
- Ensure databases are filled properly and verify quality of data entered
- Enter data and submit reports on HIS, NIS and other platforms
- Ensure all reports are submitted on time and data is reviewed before submission
- Create Indicator Tracking Tables for all projects and ensure they are managed effectively
- Provide feedback to the Health and Nutrition Officers on project strategies and activities;
- Develop accountability and beneficiary feedback mechanisms
- Update Project Management Tools on a monthly basis

- Visit field sites regularly to support M&E team and monitor activities
- Report weekly, monthly, quarterly, half-yearly and annual progress on all project activities to the field experts and national M&E officer;
- Conduct capacity assessment on existing monitoring and evaluation system and develop monitoring strategy for all RI's health and nutrition projects
- Provide inputs, information and statistics for monthly, quarterly, annual and other reports to the national M&E officer for collation and final report preparation for donors.
- Preparation of weekly NIS/HIS reports as well as assisting field experts and programme manager in preparing other relevant reports;
- Organize and conduct training on M & E/NIS/HIS for projects and government staff;
- Assist Project officers in the preparation of reports on the findings and lessons learned from projects innovations;
- Perform other duties as required;

Qualifications:

- Degree in statistics, public health or related field
- At least three years' experiences in monitoring and evaluation
- Experience in a management role
- Excellent computer skills including MS Excel
- Able to work independently with minimal support

- **HOW TO APPLY:**

- Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief International office in the following Locations:
- **Juba Office-** Tongping Road, behind US Embassy residence in Juba
- **Maban office-** Batil, Maban County
- **OR** send your application via Email to recruitment@ri.org to the of HR
- **Closing Date:** March 16th ,2018 (5:00PM Local Time),
- ***Only shortlisted candidates will be contacted.***

