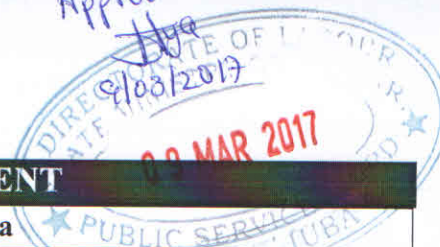




South Sudan
Red Cross

Approved
Hga
9/08/2017



JOB ADVERTISEMENT

Job title:	PMER Coordinator, HQ – Juba
Unit/Dept./Delegation:	Organisation Development Department, Juba South Sudan
Reports to:	OD Manager - SSRC

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross Societies. SSRC's headquarters is based in Juba with a total of ten (10) branches – and a growing network of sub branches. There are currently over 200 SSRC staff members at the Headquarters and branches and approximately 6000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

South Sudan Red Cross in partnership with Canadian Red Cross and National and the Ministry of Health, Republic of South Sudan is implementing a five year (March 2014 – March 2019) Maternal, New born and Child Health program in Gogrial West County, Gogrial State. The aim of the project is to increase maternal, new born and child survival that contributes in decrease of maternal and child mortality and morbidity.

SUMMARY JOB PURPOSE

The PMER Coordinator is responsible for providing technical assistance, guidance and support to SSRC staff, volunteers and members in data collection, planning, monitoring, evaluation and reporting (PMER). The PMER Coordinator is part of the MNCH Project in Warrap and reports to the Organisational Development Manager as part of the PMER and Accountability Unit. The position is based in Juba with frequent travel to the project areas and other Branches as assigned by the OD Manager. The PMER Coordinator is specifically tasked with providing PMER support to the MNCH Project in Warrap State as delegated by the Organisation Development Manager.

JOB DUTIES AND RESPONSIBILITIES

Planning

- Provide technical advice to operational planning for the MNCH project as assigned by the OD Manager
- Assist the OD Manager in providing technical support to midline and endline surveys, and small-scale surveys
- Assist the OD Manager in ensuring that cross cutting issues including gender, diversity, violence prevention and accountability to beneficiaries are included in the planning of activities, projects and programmes
- Provide technical support to planning for workshops and trainings for SSRC programs as

Monitoring

- Assist the OD Manager in providing support to SSRC program staff and team in the monitoring of training outcomes/impact through follow up visits;
- Facilitate/develop joint supervision mechanism for health activities within the catchment area including MNCH PIP activities and support the project team in making regular field visits as assigned by the line manager
- Assist the PMER Officer in data collection, data entry and reporting
- Ensure that cross cutting issues including gender, diversity, violence prevention and accountability to beneficiaries are included in monitoring and that related tools are made available and utilized by the project team
- Support project team in data analysis, data management, and data security
- Assist the OD Manager in and the project team in facilitating quarterly and annual review meetings

Evaluation

1. Support the Head of programs in planning process for baseline, midterm and final evaluation as delegated by the OD Manager
2. Take part in and provide technical support to evaluations protocols and tools where applicable
3. Provide inputs to evaluation Terms of Reference
4. Provide field supervision services during baseline, midterm and final evaluation data collection

Reporting

- Assist the OD Manager in providing quality assurance and control of reports at all levels
- Provide feedback on reports and support staff in report writing
- Support the documenting of project implementation status, success, failure, lessons learned, thematic anecdotes and best practices for wider dissemination
- Develop, update and disseminate SSRC and MNCH Project specific reporting formats (departmental and general)
- Assist the OD Manager on Partner/donor accountability:
- Remind project/programme managers of narrative and financial report deadlines to donors
- Provide feedback/quality assurance on donor reports

Documentation

- Facilitate documentation and reporting of lessons learned and best practices for internal and external sharing as assigned by the line manager
- Facilitate in organizing lessons learned workshop/reviews of project workplans with partner and other stakeholders

Capacity building

- Support and train SSRC staff, volunteers and board members in the following areas:
- Planning processes, including planning and design of projects/programmes (Log frames, M&E plans, budgets etc.)
- Project/programme monitoring
- Reporting (according to SSRC's reporting system, in agreed formats etc.)
- Baseline and evaluations

POSITION REQUIREMENTS

- Bachelor's degree in social sciences, Statistics, Computer Science, project management, or equivalent technical field.
- Project management, report writing and/or PMER course or equivalent training
- Minimum 3 -5 years of work experience in the field of planning, monitoring, evaluation and reporting (PMER, MEAL or M&E)
- Practical experience in using PMER tools, in particular, the logical framework approach (LFA,) PMF and PIP
- Experience in supporting organizational learning, accountability and performance
- Experience in training, Coaching and mentoring staff members
- Experience of working for a humanitarian aid organisation
- Self-supporting in computers (Windows, spreadsheets, word processing)
- Skills in training and mentoring staff on DHIS
- Excellent communication skills
- English (fluent)
- Local languages

How to apply:

Interested applicants should submit their CV with 3 references, copy of their National ID and copies of credentials including day time telephone contact to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please clearly indicate the position you are applying for on the back of your envelop.

Deadline for submission is on 22nd March 2017.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply