

**JOB ADVERTISEMENT****M & E OFFICER****Starting date: October 2018****Deadline for applications: 1<sup>st</sup> October 2018****Number of Positions Available: 01****Place of work: Juba****Weekly hours: 40****Contract duration: 12 Months (3 months' probation)****Working Day/time: Monday – Friday (08:30 AM – 05:00 PM)****Salary : According to HI salary policy – non negotiable****Background**

Humanity & Inclusion (HI) has been operating in South Sudan since 2006 with its former name as Handicap International, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatoria and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to the needs of people with MHPSS (Mental Health & Psychosocial Support) needs and disabilities in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is prepositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (MHPSS), Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

In 2018, HI program activities include;

- Protection program in Juba PoC and Urban Juba Camps, psychosocial support and targeted assistance to persons with specific needs.
- An emergency flying team providing MHPSS, rehabilitation, and inclusion services across the country
- A Victim Assistance project based in Juba and Yei including rehabilitation and livelihood activities
- A new Inclusive Mental Health & Psychosocial Support project in Yei, Juba, Torit, and Yambio providing mental health and inclusion activities and services, working with beneficiaries and service providers

**This Project**

This project is collaboration with the DFID Humanitarian and Resilience Program in South Sudan (HARISS). The aim of the HARISS program is to provide life-saving support to the women, men, and children of South Sudan and enable them to cope with the onset of new shocks. The HARISS program works to ensure that quality programming reaches those that need it the most. The HI project will ensure that the most vulnerable individuals are able to access and benefit from these services.

**Job Purpose**

Under the direct responsibility of the Project Manager, and in close collaboration with the Mental Health and Inclusive Humanitarian Response Team staff, the **Monitoring & Evaluation Officer** will be in charge of creating, updating and maintaining data, databases and monitoring tools as much as being responsible of the reporting on the level of achievement of project indicators. The position holder will have frequent travel to the field sites Yei, Torit and Yambio.

S/he will be responsible for ensuring the creation, functioning and maintenance of the project monitoring tools and databases, trains the team on use of monitoring tools, databases and data management.

**HIERARCHICAL RELATIONSHIPS**

Line manager: Project Manager

**Key Responsibilities****Monitoring tools design and implementation**

- Ensures the creation, functioning and maintenance of the project monitoring tools and databases
- Supports the team members to correctly complete all documentation (assessment forms, donation certificates, mission reports, etc)
- Supports the preparation of the project review meetings
- Trains the team on use of monitoring tools, databases and data management
- Supports the Project Manager in designing and updating the PM Box to ensure the monitoring and tracking of the project.

**Data management**

- Is responsible for the data entry and data files management
- Guarantees the accuracy of information contained in the database
- Updates, organizes, cleans the data files after the teams work
- Demonstrates an ethical and professional practice:
- To respect beneficiary confidentiality, in particular for critical cases.

**Reporting**

- Produces relevant information extracted from the databases, such as statistical figures and basic data analysis
- Collaborates with the Project Manager to analyse the data collected in order to support the project strategy
- Compiles all the data according to the templates needed for the different donors, clusters and HQ requirements

**Archiving**

- Ensures overall safe keeping of all data produced
- Ensures that data stored online (drop box) is back-up on a weekly basis
- Keeps responsibility of hard files and all documentation related to the project.

**Other**

- Participates in cluster meetings when required
- Travels to field locations with the team when required to assist with data collection
- Contributes to the organization and participates to Post Intervention Monitoring missions in field locations when required

Any other duties and responsibilities assigned by the EC that is within the post-holder's expertise and experience.

**Note:** This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

- **Eligibility/Qualifications**

- Possess a South Sudan national ID.
  - Degree in information management and/or IT with significant experience working with database, preferable INGO/NGOs
  - At least 2-3 years of relevant work experience in the position
  - Proficient in using computer applications (Microsoft office, presentations)
  - Good communication and interpersonal skills, team oriented work style
  - Interest and experience of working in multi-cultural environment
  - Self-motivated, ability to work with minimum supervision
  - Demonstrated ability to work under pressure, ability to perform multi-task and meet deadlines
  - Ability to organize and prioritize workload and to cope with stress
- Ability to work with an international and multi-disciplinary team

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**HOW TO APPLY**

Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before **5:00 PM on 1<sup>st</sup> of October 2018** through physically or email to: [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)

**Humanity & Inclusion**

**Hai Malakal, plot No 83, Block AXIII**

**Juba, South Sudan.**

**Name of the position applied for must be written on the email subject or on the envelope**

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

***Handicap International is an equal opportunity employer and welcomes applications from women and persons with disabilities***

