



World Vision

***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children***

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

'Female applicants are highly encouraged to apply'

Job title: Assistant Monitoring & Evaluation Officer x 1
Reporting to: M&E Officer
Location: Juba
Availability: As soon as possible

Purpose of the position:

The Assistant M&E Officer position will support the project teams to implement the project M&E framework, and ensure accurate and periodic data collection, analysis and reporting of project achievements in compliance with the donor requirements and standards, and World Vision International DM&E guidelines. The candidate will be responsible for setting up and maintaining an up to-date database to facilitate timely and evidence based reporting, to ensure utilization of evidence to promote quality programming and accountability within the framework of World Vision Food Assistance guidelines.

Major Roles and Responsibilities:

- Support implementation of the approved Project M&E system, through designing and disseminating appropriate data collection tools for routine monitoring.
- Participate in the design and implementation of planned assessments, baselines and evaluations in line with the donor evaluation standards and WV International DM&E guidelines
- Conduct routine tracking of progress on planned milestones and indicators using the project Indicator Tracking Table (ITT) and update project management on appropriate areas of specific achievement, interest and/or concern.
- Plan for and conduct periodic quarterly progress monitoring by leading field data collection together with the project staff to collect data on the approved indicators in line with the Annual Implementation Plan.
- Carry out routine data quality assessment on project monitoring data collected before it is used for reporting.
- Review all project reports and ensure they have compliance with donor standard, ensuring the report addresses all quality issues and integrates cross-cutting issues (gender, disability, protection)

- Establish and maintain project/indicator M&E databases to routinely track performance of output and outcome indicators to facilitate effective reporting of project achievements and establish linkage of project achievements with the National office strategy
- Document best practices, lesson learned and success stories about project interventions in the region
- Support Project Coordinator in the compilation of weekly, Monthly, Quarterly, and annual reports through provision of timely accurate and updated data.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- A Bachelor's degree in Statistics, Quantitative Economics, or Social sciences with Field experience in Monitoring and Evaluation and or a Diploma with a strong work experience with a minimum of 3 years' experience in Monitoring and Evaluation. Experience working as M & E for a Food security and Livelihood project will be an added advantage.
- Knowledge of and experience with a range of M&E tools and techniques, including ability to develop effective systems for data collection, analysis and dissemination.
- Very Good command of MS Excel, and working knowledge of at least two statistical data management packages/software's (quantitative & qualitative) e.g., SPSS, Nvivo/Nudist
- Capacity building experience in project design, monitoring, reporting, and evaluation
- Should be highly skilled in writing programmatic reports
- Good writing and communication skills.
- Able to analyze collated data to highlight areas of concern and communicate these effectively to the implementing team leaders
- Excellent computer skills in Excel, Word & Sun-systems software.
- Good planning and organizational skills
- Tact and diplomacy in dealing with staff-related to work environment needs
- Ability to maintain effective working relationships with all levels of staff
- Some managerial experience in a busy accounting office

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 18th February 2019

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

