



ACTION FOR DEVELOPMENT

"Working together to empower communities"

Gudele P.O.BOX 287 Juba, Block 9 Munuki Payam



AFOD South Sudan is currently seeking applications from the eligible South Sudanese applicants for the post of **Monitoring and Evaluation (M & E) Officer** to be based in Juba on full time for a duration of 12 months and may be renewed depending on performance and availability of funding (Vacancy number: **AFOD-SS- 015/2019**).

Background: AFOD is a National NGO, implementing programmes in areas of integrated Health services, Nutrition and food security & livelihoods, WASH (Water, Sanitation and Hygiene), Education and social protection in greater Equatoria and Greater Bahr el Ghazal states supported by UNICEF, WFP, FAO AND SSHF.

Purpose of the position: The Monitoring and Evaluation (M & E) Officer will be responsible for strategic reporting, monitoring and evaluation activities, establishing, modifying and monitoring key performance indicators to report and record physical progress of Programs of AFOD, and ensuring agreed deliverables are met. The M & E Officer will be under the direct supervision of the Head of Programme.

Key roles and responsibilities

- Provide technical assistance to program staff on M & E activities and ensure they are monitored and evaluated in a timely, efficient and effective matter.
- Identify the M&E training needs of the staff and plan for training that meets these needs.
- Coach, train, and mentor all staff to strengthen their technical capacity in M& E and information management.
- Lead the process of creating and revising tools and data collection procedures (eg. logical framework, project performance tracking, indicators, data flow chart, M&E manuals)
- Review the performance of existing management information systems to help identify potential modifications or resources.
- Support Head of Programme in reviewing monthly and quarterly reports as well as the annual reports to ensure high quality reports are submitted on time for this grant/program.
- Assist with documentation and reporting of success case stories, best practices and lessons learned for dissemination throughout to different stakeholders (both internal and external).
- Assist Program team in developing log frames, M&E plans, and targets that captures quantitative and qualitative data to report on all project indicator.
- Review and analyze weekly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Perform field visits to ensure accuracy and quality of data collected by Project staff.
- Analyze changes and patterns in KPI indicator data and performance reports in order to make recommendations for improvement.
- Ensure donor, partner, and senior Management data queries are addressed in an accurate and timely manner.

- Implement and participate in project evaluations.
- Lead all M&E activities for all the grants/project(s) including monitoring data quality, tracking the progress of activities, and informing staff capacity building initiatives.
- Support project staff on ways to properly document, organize and capture program progress.
- Participate in regular Data Quality Assurance visits to all projects.
- Assess organization performance gaps within the different projects and report on corrective actions needed
- Assist Project staff in the formulation of baseline and targets, during writing and set up of donor project proposals as well as throughout project implementation.
- Participate in project progress evaluation, survey and follow up in order to advise and recommend tools and strategies to increase project performances and results.

Qualifications and Experience

- Bachelor's degree in Biostatistics, M & E, Information Management, Project Management or other relevant academic background (essential).
- At least 3 years of relevant work experience (essential) in Monitoring and Evaluation work.
- He should possess a good experience in budget management and tracking grant disbursements (essential).
- He should have the capacity to produce high-quality briefs and reports.

Required competencies and skills

- Strong analytical skills and strategic,
- Ability to produce high quality reports.
- Good level of proficiency in Windows Excel and quantitative analysis
- Experience in project design and M&E plan development, and
- Ability to design M&E tools, surveys, surveillance systems, and evaluations
- Ability to train and build capacity of others
- Strong interpersonal skills and
- Strong leadership capacity with experience in a non-governmental organization (desirable).

Applications submission: Applications from qualified persons, accompanied by updated CV in English and motivation letter; quoting the vacancy reference number above should be sent to the address below not later than 5th April, 2019; Human Resource Officer, AFOD South Sudan at Country Office, Gudele Block 9 P.O. Box 287 Juba or to email: afodsouthsudan@gmail.com or info_ss@afodi.org

