**May 15th, 2019**

**Job Advertisement for the Position of Monitoring and Evaluation (M&E) Officer.**

Star Trust Organization (STO) is a National Non-Governmental Organization (NNGO) with special focus on Food Security and Livelihoods (FSL). STO is seeking a suitable candidate to support its Monitoring and Evaluations Department activities in Yambio.

**Job Title: Monitoring and Evaluation (M&E) Officer**

**Job Location: Yambio**

**Closing Date: May 31, 2019**

**Effective Date: Urgent**

**Job Purpose**

Develop and implement effective monitoring and evaluations system for STO to support feedback and organizational learning. The incumbent will be responsible for data collection and analysis, routine monitoring and reporting.

**Duties and Responsibilities**

* Setting up monitoring system/database in support of effective project implementation.
* Conducting data entry and analysis using Excel/SPSS or relevant statistical packages.
* Ensuring effective monitoring and evaluation of the Project quality through regular field monitoring visits and tracking of key indicators at the field level.
* Supporting management and accountability through routine, accurate collection and reporting of information that confirms status of project activities based on project log frame.
* Develop quality control systems and mechanisms needed to guarantee proper management of information and data.
* Document lessons learnt, best practices and participate in the preparation of monthly and annual reports.
* Uphold high level integrity which represents STO.
* Directly implement all the activities as per work plans and under the guidance of the Projects.
* Supporting other Projects in M&E requirements as needed.

**Qualifications and Experience**

* Bachelor’s Degree/Diploma or equivalent qualifications in Economics, Statistics, Development Studies, or related discipline from a recognized academic Institution.
* Relevant experience in similar position of not less than three (3) years in a credible organization or entity.
* Proven data collection and analysis skills, with ability to produce sound reports.
* Experience related to Food Security, Livelihood or Agriculture sectors will be an added advantage.
* Proven communication skills in both written and verbal
* Proven ability to work in a multi-cultural environment and respect for diverse backgrounds
* Possess sound knowledge in data management and general computer packages including MS excel, and Statistical packages.

**How to Apply**

Interested candidates should submit applications containing updated CVs, and copies of relevant documents via email to: [jobs@sto-ss.org](mailto:jobs@sto-ss.org) or hand deliver to **STO Offices** as per the above addresses.

The position must be clearly indicated in the subject-line of the email, or on the envelop.

Deadline for Applications is **May 31, 2019, at 05:00 PM local time.**

**Please note that:**

* This position is open to South Sudanese nationals only
* Female candidates are encouraged to apply
* Only shortlisted candidates will be contacted

Original Certificates should **Not** be submitted (only photocopies, or scanned copies.