

SO.H.2



## VACANCY ANNOUNCEMENT

### M&E Officer



Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for suitable candidates to fill the position of **Monitoring & Evaluation Officer**, to be based in Nyamlel Aweil West County, Lol State.

#### **Job Summary**

The job holder will ensure efficient and effective Monitoring and Evaluation of programme implementation process. S/he will take a lead in all M&E processes like formulating M&E plans, the implementation of these plans and the documentation of results, designing studies, data collection, analysis and dissemination of findings.

#### **MAIN DUTIES & RESPONSIBILITIES**

##### **Project Planning**

- Coordinate and take lead in all program related M&E activities: baseline surveys, planning, monitoring & evaluation processes, monthly reporting, quarterly reporting, and programme database management.
- Ensure that the programme M&E activities fully meet the donor requirements and also conform with and uses Concern Worldwide's existing planning, monitoring and evaluation guidelines.
- Take lead in developing, testing and disseminating user friendly tools for monitoring and evaluating programme progress.
- Support and facilitate research, surveys and external evaluation activities within the project sites in the field
- Carry out orientation/training in M&E for program staff where required and ensure all staff follow Concern's guidelines on PM&E.
- Support project staff, partner CBO staff and government staff to effectively use the programme monitoring tools to assess project progress.

##### **Liaison with Local Community, partners and Government**

- Build good working relations with the communities, local authorities/ government counterparts and partner organisations to ensure a coordinated and appropriate approach to project planning and implementation.
- Work closely with project staff and CBO partners in ensuring project outputs, outcomes and objectives are met.
- Work closely with the government extension staff, food security and livelihoods cluster and other partners in assessments relating to food security and livelihoods.
- Work closely with Health and Nutrition Programme to monitor food security programme outcomes in relation to nutrition.

##### **Monitoring and Evaluation**

- Develop and implement monthly/quarterly/annual programme monitoring plans
- Lead in the monthly/quarterly programme reviews with the staff, CBO partners and LGA through the Project Management Board.
- Develop and harmonise project outcomes and impact of food and nutrition security interventions of the programme.
- Monitor and evaluate implementation, outputs, outcomes and impact of all food security interventions.

- Collect baseline data and analyse its findings for proper monitoring of the project impact during the period.
- Maintain records of all programme beneficiaries and activities supported, and keep track of progress and impact of the project services.
- Maintain records of all relevant resources and reports related to field project activities.

#### Attitude

- Commitment and desire to work closely with people in the rural community.
- Respect for villagers and their ideas, and a strong belief in their ability to act for change.
- Respect for all sections of the community and an avoidance of any display of negative discrimination.
- Willingness to stay, work and live in areas with minimal facilities and to endure physically hardship arising from poor infrastructure or adverse weather conditions.
- Ability to work under minimum supervision and beyond stipulated time often.

#### Desired Qualification

- University Degree qualifications or equivalent in agriculture and/or agribusiness or statistics or mathematics/related qualifications from a recognised university/ training institution
- Post graduate qualifications in related fields above is highly valued
- Training in project management and/or community development and/or Monitoring and evaluation is an added advantage
- Experience in data base management, computer packages in MS Word, Excel, Powerpoint are essential
- Previous experience in similar position or related assignments are desirable

#### Competencies

**Managing yourself:** Holds an awareness of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve Concern's objectives.

**Leadership:** Acts to inspire others by clearly articulating and demonstrating the values and principles that underpin Concern's work. Holds a sense of pride in Concern and loyalty to the organisation, supports others to achieve excellent results.

**Communicating and working with others:** Uses the most appropriate channel to share information with others both inside and outside Concern; adapts the message to meet the communication needs of the audience.

**Delivering results:** Systematically develops plans towards achieving Concern's objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives

**Planning and decision-making:** Systematically develops plans towards achieving Concern's objectives and delivers on commitments; makes clear, informed and timely decisions appropriate to role, in the interests of Concern and those we work with

**Creativity and innovation:** Seeks out, develops and successfully implements new ideas that further the needs of Concern and those we work with; builds on proven approaches and learns from on-going work to improve it

**Change:** Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to role in the organisation

#### Contacts/Key Relationships

**Internal:** Program Director, FSL Coordinator, FSL Manager for BRACE II, and BRACED Project Managers, Project Officers (PO), Assistant POs, and community Facilitators

**External:** Government offices, CBO staff

#### Living Conditions

Location: Nyamlel Aweil West County, Lol State

#### Attitude

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- Ability to work under minimum supervision and beyond stipulated time often.

The position holder will adhere to the standards of conduct outlined in the *Concern Code of Conduct* and *Programme Participant Protection Policy (P4)*. As part of the *Concern P4* responsibility the position holder will:

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme

#### **HOW TO APPLY**

1. Interested candidates are requested to submit their CV to [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net) **NOT later than 5pm, Friday 28<sup>st</sup> April**

Hard copy applications can be delivered to

- *Concern Worldwide, Nyamlel, Aweil West County, Lol State*  
**OR**
- *Concern Worldwide, Tongping, Airport Road, Juba*

2. The position is open only to South Sudanese nationals.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

