

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.

