

SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

P.O BOX, 414 JUBA – SOUTH SUDAN

TEL: +211 (0)955 028 317 / +211 (0) 977 101 222

Email: spedpngo@gmail.com

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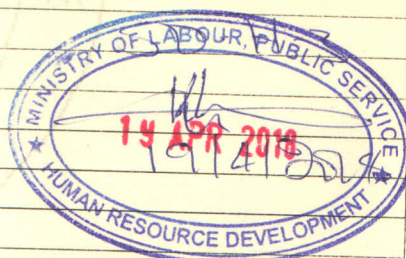
JOB ADVERTISEMENT- Internal/External.

Organizational Background

Support for Peace & Education Development Program (SPEDP) is South Sudanese based National Non-Government Organization and registered by the Government of the Republic of Uganda in 2016 with registration number **12397** as a Regional Nongovernmental Organization dedicated to the reduction of suffering of women and men, working towards the ultimate elimination of hunger and extreme poverty. In South Sudan, SPEDP covers a third of the country with focuses on Food Security and Livelihoods, Education, Health, WASH and Community Micro Finance interventions.

SPEDP therefore seeks to recruit qualified and dedicated:-

Job Title:	Monitoring, Evaluation, Accountability and Learning (MEAL OFFICER)
Program:	SPEDP Resilience Programme
Vacancy position	1 Position
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Chief Executive Officer
Position Opened for:	South Sudanese/ International
Desired Start Date:	ASAP
Duration :	12 Months (extendable)
Closing Date for Applications:	9th/ May/2018



Tasks and Responsibilities
KEY TASKS <ul style="list-style-type: none"> • Monitor and report on the progress of implementation of project activities • Support for evidence-based project management and decision-making • Support to review, evaluate and capture lessons learnt from project interventions



- Overall programme planning and implementation support.

Under the supervision of the Head of Program, the Officer has the following duties and responsibilities:

1. Monitor and report on the progress of implementation of project activities

- Support development of M&E framework/plans in compliance with UNFAO SAFER USAID Funded Project AND BRACE ii DFID Funded Project M&E standards;
- Regularly collect the performance data/information (through application of qualitative and quantitative methods & tools, including surveys), analyze the data/information for producing periodic monitoring reports and status updates in line with set targets in the M&E framework;
- Monitor and evaluate the compliance of actual progress and performance against the planned work plan and M&E framework;
- Undertake field visits to spot-check progress in implementation of the activities;
- Monitor active participation and interaction of various stakeholders in the UNFAO SAFER USAID Funded Project AND BRACE ii DFID Funded Project activities as per the work plans and objectives;
- Alert on any delays, problems and issues during project implementation and offer solutions;
- Maintain a clear and results oriented database of all project information and results for any kind of reporting and evaluations;
- As needed, assess the level of satisfaction of the project beneficiaries and advise/recommend improvements to achieve the planned objectives.

2. Support for evidence-based project management and decision-making

- Provide feedback to the Project Managers on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Serve as a focal point for baselines in the project;
- Collect and update sub-project information at regular interval. Follow best practices in disseminating progress with colleagues, programme partners and relevant stakeholders through Project Manager/management Project Management Committee PMC;
- Coordinate and maintain close communication with the , Project Manager, Programme Coordination and Monitoring team, external consultants, as well as with members of external M&E-related missions;
- Monitor the follow up of evaluation recommendations;
- Provide substantive inputs to the development and implementation of AWP's with



effective operational strategies, clear deliverables, annual targets with indicators and milestones;

3. Support to review, evaluate and capture lessons learnt from project interventions

- Extend technical expertise to develop and roll out a community based monitoring and results verification strategy in the project areas; set up of innovative participatory and concurrent monitoring systems;
- Foster participatory planning and monitoring by training and involving community level stakeholder groups in the M&E of activities;
- Assist in developing review and evaluation designs for specific activities and drafting ToRs for hiring survey firms and evaluation consultants;
- Design and implement a system to identify, analyses, and disseminate lesson learned;
- Work closely with the Project Manager and Programme Officers to identify experts in different areas of expertise and commission reviews of various components.
- Support Project Manager, Programme Coordination and Monitoring Team to formulate exit strategies including documenting project results/achievements, learning's, success stories, co-finance, possible funding sources.

4. Overall programme planning and implementation support.

- Assist the PM in reviewing and updating Project Quarterly Risk, Issue logs;
- Prepare agenda, brief notes and arrange field visits of UNFAO SAFER PROJECT AND BRACE ii DFID Funded project staff, officials and other parties, organize appointments and meetings both internal and external related to project activities;
- Organize and facilitate workshops and other capacity-building events, as needed;
- Write minutes from meetings and prepare field visits/monitoring of the assigned activities;
- Provide recommendations and propose actions to improve the design and/or implementation procedures of project activities;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Collect, Collate and maintain project documents required for terminal evaluation of the project;
- Any other related activities as assigned by the Head of Program

Impact of Results:

Successful monitoring and evaluation of project interventions will ensure that project decision-makers and management are well-informed about project progress, bottlenecks, and lessons learnt, leading to informed decision-making, high quality activities and effective, sustainable interventions.



Competencies

Corporate Competencies:

- Demonstrates commitment to SPEDP 's mission, vision and values
- Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats peers fairly by maintaining consistent values inspiring trust and confidence through personal credibility
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions

Functional Competencies:

Leadership

- Identifies opportunities and challenges and recommends options
- Checks assumptions against facts
- Assumes responsibility for decisions and outcomes
- Shares information proactively, also when not required to do so
- Innovation
- Analyzes complex technical materials (including data) and makes concise, relevant recommendations
- Contributes reliable production of knowledge services and transactions
- Identifies and addresses potential challenges quickly and develop action plans
- Sees specific opportunities for immediate improvement within own field

People Management

- Demonstrates behaviors such as teamwork, knowledge sharing, maintaining relationships
- Recognizes potential road blocks to completing tasks and seeks guidance from supervisors to address issues.
- Based on formal and informal feedback received, takes action to address areas for growth and improvement
- Encourages team engagement
- Expresses encouragement to those who try to develop or who show improvement
- Involves team in different steps of the process;
- Seeks and values other's initiatives and expertise

Communication

- Learns to relate constructive knowledge to others
- Presents coherent analysis



- Adds rigor and technical expertise to discussions
- Represents self and work with appropriate professional standards
- Eager to voice new ideas
- Productive in challenging situations
- Demonstrates a desire to support colleagues by actively helping others

Delivery

- Takes responsibility for addressing critical situations
- Demonstrates commitment to clients and quality
- Works to agreed goals dealing with challenges constructively
- Takes responsibility and works towards planning targets, overcoming obstacles, setbacks and uncertainty
- Always acts in a compliant manner and uses resources responsibly

Required Skills and Experience

Education:

- Bachelor degree in Statistics, Social Sciences, Development Studies or any other Social Science relevant fields.
- Higher education and/or professional courses or qualifications in GIS is an added advantage

Experience:

- A minimum of 5 years of experience, which must include a minimum of three (03) years of progressively responsible and relevant professional work experience in M&E.
- Strong data collection and management skills, as well as analytical skills. Knowledge of quantitative evaluation and data is also a strong plus;
- Proven experiences in working with local communities
- Computer proficiency in MS Office (Word, Excel and PowerPoint) and other common software is a prerequisite. Computer literacy in graphic design software will be appreciated;

Language Requirements:

Fluency in both written and spoken English and simple Arabic.

How to apply :-

Human Resources and Administration Department

Support for Peace & Education Development Program

Gudele Road, Along Seminary road, behind Quick serve petrol station.

Or Email: recruitment@spedp.org

For more details, Visit our website: www.spedp.org

