



## MONITORING AND EVALUATION OFFICER

**Reports to:** Project Coordinator

**Duty Station:** Morobo / Kaya, South Sudan

**Liaises with:** Facility Officers, Community Mobilization Officer, Reproductive Health Officers, Project Accountants

### Back Ground

Action Africa Help International (AAH-I) is an African-led, regional organisation, working in East and Southern Africa to improve the lives of livelihood-challenged communities. It was first conceived and established in South Sudan over 25 years ago. AAH-I has Country Programmes in Kenya, Somalia, South Sudan, Uganda, and Zambia. It brings over 25 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities.

AAH-I South Sudan is therefore, looking for a qualified applicant to fill the position of M&E Officer that will work as a team member to provide leadership and technical guidance, monitoring and evaluation of the program, data collection, and development of M&E tools, project quality assurance, documentation and sharing of lessons learnt and best practices.

### Duties & Responsibilities

- Ensure Health Pooled Fund (HPF 2) Project joint work plan is effectively implemented in close collaboration with the County Health Department (CHD). Ensure the agreed reporting deadlines and indicator targets are fully complied with.
- Provide regular technical assistance on project reporting and evaluation
- Collect, compile and submit project reports in timely manner
- Document and share lessons learnt and best practices
- Ensure DHIS is functional and reports are timely compiled and submitted.
- Participate in collection of weekly Integrated Disease Surveillance and Response (IDSR) report and share with relevant stakeholders
- Ensure approved Ministry of Health (MOH) M&E tools are available in all the health facilities and tools are filled correctly
- Organize and facilitate M&E trainings for County Health department and Health facility staff
- Carry out support supervision of health facilities and mentor health workers on use of M&E tools in the health facilities
- Carry out Data quality assurance in health facility to ensure that data submitted to CHD and MOH is of excellent quality and usable for decision making
- Carry analysis of reports submitted by health facilities and gives feedback to health facilities about their performance and ensure data use at health facility level and County Health Department for planning and decision making

- Develop and strengthen performance review mechanism in the CHD and health facilities
- Mentor and coach CHD on Monitoring and evaluation of Health programs
- Ensure that monthly and quarterly project reports are compiled and submitted in timely manner
- participate in planning, implementation and continuous monitoring project activities in the county
- account for resources assigned to her/him
- Performs any other duties that may be assigned by line manger

#### **Qualification**

- Bachelor's degree in any of the following disciplines; Public Health, Statistics, Project Management and Social Sciences. Diploma in any of the above disciplines, formal training in M&E with minimum of 3years experience in monitoring and evaluation may be accepted.
- **As a MUST**, candidate should have Training and experience in District Health Information Software (DHIS); and should be proficient in all computer packages
- Training in database management is an asset
- Experience in data quality assurance, data analysis, and power point presentation is required
- Relevant experience of working in insecure environment with limited resource

#### **Application Instructions:**

1. Interested candidates should email application letter and CV (with 3 referees) and copies of academic certificates/transcripts addressed to [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org) to be received not later than **4:00 PM on 13<sup>th</sup> October 2017.**
2. The email subject Line must show **"M&E Officer"**. AAH I is an equal-opportunity employer.
3. All applications documents should be submitted electronically. We will not accept hard copies.
4. Only shortlisted candidates will be contacted.