



World Vision®

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

'Female applicants are highly encouraged to apply'

Job title: Monitoring and Evaluation Officer
Reporting to: Quality Assurance Coordinator
Location: Yambio
Availability: As soon as possible

Purpose of the position:

Provide overall leadership in the Design, Monitoring and Evaluation of the UNHCR project through the following (a) Strengthened capacity of WVSS staff in all aspects of DME; b) Strengthen data Management as per the project requirements c) Strengthened reporting for project activities, D) Lead Evaluations and Assessments for the UNHCR project.

Major Roles and Responsibilities:

Program Planning and Design

- Participate in proposal development for new UNHCR awards and other grants
- Participate in development of UNHCR project design documents i.e. Logframe, M&E Plan, ITT and DIP.
- Support project staffs in development of appropriate data collection tools
- Support project teams to develop comprehensive work plans
- Participate in planning meetings and ensure they are adequately documented

Program Monitoring and Quality

- Conduct regular field visits to monitor implementation using appropriate tools and to validate activity reports
- Track indicator performance using the ITT on a monthly basis. Submit to the QA Coordinator and Camp Manager updated ITT for each month.
- Coordinate joint project monitoring visits with the donor and other partners
- Track Humanitarian Accountability indicators and action points

Strengthened Reporting for project activities

- Submit weekly and monthly data using GBV IMS and HMIS
- Develop monthly M&E MMRs for UNHCR
- Consolidate weekly reports and monthly indicator updates from all sectors.
- Review reports from all sectors against work plans to ascertain activity progress
- Ensure UNHCR project teams use appropriate reporting tools and templates
- Contribute to CWB reporting for UNHCR project

Evaluations and Assessments for the UNHCR project

- Participate in all donor assessments for the UNHCR project
- Conduct Post distribution Monitoring for UNHCR project
- Lead Vulnerability Assessment for the UNHCR project
- Support QA Coordinator to conduct other WV led assessments when assigned

Strengthen Information Management

- Work with sector leads in the UNHCR project to collect; timely and accurate raw data using donor approved data collection forms
- Ensure all data from different sectors are captured in appropriate donor databases i.e. GBV IMS, HMIS, and any other donor provided information system. Ensure updated data is always available when requested by project staff, managers and donors.
- Regularly update UNHCR project design documents and data into World Vision's Horizon System
- Support staff to ensure adequate documentation of project activities i.e. training reports, attendances, training manuals, meeting minutes and Activity schedules
- Conduct regular Data Quality Audits in all sectors for the UNHCR project

Capacity Building and Learning

- Train UNHCR project staff on M&E best practices.
- Provide routing on-job mentoring and coaching on DM&E to project staff
- Work with QA Coordinator to ensure project team adheres to LEAP standards
- Work with Camp Manager to organize project reviews and learning forums
- Establish a Feedback mechanism for staff and partners on project performance
- Conduct Performance reviews, appraisals for Data Clerk

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- A Bachelor degree or higher in relevant field, preferably in Statistics, Economics and social sciences
- Demonstrated experience in program design monitoring and evaluation
- Previous experience working in similar roles with other international organizations and major donors such as; USAID, ECHO, DFID and UN agencies preferred
- Experience in Capacity Building in project design, monitoring, reporting, and evaluation
- Computer knowledge including Word, Excel, Access, Lotus Notes and Power Point
- Strong skills in written and spoken English

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to:
The Human Resource Manager, World Vision South Sudan

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 26th October 2018

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.