

Terms of Reference

Position:

Project monitoring, evaluation & reporting (PME&R) officer of Diakonie Katastrophenhilfe Juba, South Sudan

Location: Juba with regular frequent field visits within South Sudan

Contract: Employee, reporting to the Head of Mission,

Period of service: one year, to start as soon as possible

I. General terms and conditions

Diakonie Katastrophenhilfe (DKH) is a German humanitarian organization present in Juba since 2012. DKH's mission in South Sudan supports victims of natural disasters, wars and expulsions through its financial support to local partner organizations. DKH acts without distinction of race, religion or political affiliation.

All employees of Diakonie Katastrophenhilfe must adhere to, respect and undertake to ensure that the standards of Diakonie Katastrophenhilfe, the code of conduct of the International Red Cross and Red Crescent Movement and those of humanitarian NGOs are applied in the course of their duties.

II. Description of post

Under the supervision and advice of the Head of Mission South Sudan in Juba, the PME&R Officer ensures the coordination and monitoring and evaluation of projects, including financial monitoring and compliance with reporting rules by Diakonie Katastrophenhilfe partner organizations in South Sudan. He/she will in cooperation with the Head of Mission ensure transparent and efficient management of the operational implementation of projects designed and developed in partnership with Diakonie Katastrophenhilfe's partner organizations.

III. Specific functions

Under the supervision of the Diakonie Katastrophenhilfe Head of Mission South Sudan, the PME&R Officer performs the following functions:

1. Ensure the quality of monitoring and evaluation of projects of DKH's partner organizations

- Define monitoring tools, in accordance with M&E's internal procedures and contribute to the drafting of project progress reports. These progress reports will take into consideration the previously defined monitoring tools (timeline, logical framework, cash flow, work plan, etc.) and should clearly measure the performance of each project in accordance with the working standards of DKH's offices abroad.



- In close collaboration with local partners, monitor the progress of projects in accordance with the monitoring tools set, provide support to partner organizations in the drafting of narrative and financial progress reports on projects (in collaboration with the Finance and Administration Officer) in order to ensure that they comply with the quality standards of the Diakonie Katastrophenhilfe and its donors and that predefined submission schedules are respected.
- -Ensure that projects comply with the specific procedures of each donor (Auswaertiges Amt/ German Ministry of Foreign Affairs, BMZ/Ministry of Economic Cooperation and Development and Diakonie Katastrophenhilfe, etc.).
- Verify the relevance of the accounting documentation of the projects in accordance with the provisional budgets and the accounting and financial rules applicable to each project. Share responsibility for the financial management of projects with the Finance Officer.
- Monitor the technical implementation of projects and their financial management in a participatory way with partners and beneficiaries through field missions.
- Make operational recommendations to partners and ensure that the necessary adjustments are made. Develop tools adapted to the reinforcement needs identified for the partner.
- Prepare detailed and quality internal reports of field missions.
- Ensure that DKH partners in South Sudan manage their cooperation activities with DKH in a transparent and efficient manner; strengthen their technical and project management capacities.
- Ensure that the financial resources made available to DKH Juba are used in a transparent and optimal way, in line with the objectives set.
- Supervise the integration of cross-cutting themes such as gender, protection, Do no harm, into programmes.
- Capitalize on the experiences gained, share them with the partners concerned and use them to improve DKH's performance in the region.

2. Support to partner organizations

- Assist partners in development of project proposals in line with Diakonie Katastrophenhilfe Strategy and thematic areas of engagements.
- Support and advise partner organizations according to their needs so that they can achieve the objectives set by their projects on the one hand, and become more autonomous on the other.
- Identify the capacity building needs of Diakonie Katastrophenhilfe's partner organizations in terms of training or capacity building.
- Promote direct relationships between partners (existing and potential) in order to create synergies and strengthen their skills.
- Develop and/or adapt standards to professionalize the work of DKH and its partners in South Sudan.

3. Management of the DKH country office in Juba

- Contribute to the definition of country and regional strategies.
- Ensure that DKH employees in South Sudan are efficient, motivated, supported and advised as necessary.
- Identify the capacity building needs of colleagues in the office and partner organisations in terms of training or other forms of support, develop and implement a skills transfer strategy.
- Contribute to the verification of the proper application of the standard procedures defined by headquarters at the coordination office level.
- Contribute to the office's expense planning.
- Participate in humanitarian coordination meetings.
- Contribute to the production of internal reports for headquarters.
- This job description is not exhaustive and the person may be required to perform any other tasks required by the Head of Mission.



IV. Qualifications and experience required

- To hold Bachelor's degree in project management, economics, agro-economics, political science, sociology, anthropology, MEAL, humanitarian studies as well as statistical analysis or Mathematics is preferred;
- Have 3 to 5 years' professional experience in the design and management of programmes/projects in the humanitarian sector or in an international organization;
- Proven experience in programme/project planning, coordination and monitoring/evaluation;
- Have worked in partnership with local NGOs and have experience in building their capacity;
- Excellent knowledge of oral and written English. Knowledge of Arabic and/or other South Sudan language is an asset.
- Master the computer tool and in particular Word, Excel, PowerPoint;
- Have a good knowledge of Information and Communication Technologies (ICT), especially the Internet.
- Be motivated to work in an NGO and adhere to related codes, values and principles.

V. Skills

- Have a sense of initiative and anticipation;
- Be able to produce quality results on time;
- Be rigorous and meet deadlines.
- Ability to work under pressure and in a team;
- Good writing skills and good verbal communication skills;
- Demonstrate a proven commitment to the development of Diakonie Katastrophenhilfe;
- Be available on full time contract basis;
- Be prepared to travel to remote and isolated places.

VI. Documents to be provided

- A detailed curriculum vitae including contact details of 3 references;
- A motivation and cover letter;
- Certified copy of diplomas and certificates of employment.

VII. Date and application form

Send your application to the following e-mail address: tender.ssd@diakonie-katastrophenhilfe.org

or

Hand Deliver your application Diakonie Katastrophenhilfe Office (DKH); NCA compound; Buluk area, Juba;

until April, 21st, 2019 at the latest.

Only shortlisted candidates will be contacted.

