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South Sudan
Plot 592, Block 3K, Airport Road
Tomping, Juba (UNMISS ROAD)
Central Equatoria

12th April 2016

VACANCY ANNOUNCEMENT

Job Title: Monitoring and Evaluation Officer
Job Location: Kajo Keji County, Republic of South Sudan
Number of vacancies: One (1)
Duration: Till 30th September 2016 (Pending Donor Approval)

A. Country Program Overview

The overall objective of the ARC South Sudan program is to facilitate the successful repatriation and reintegration of Sudanese refugees and IDPs to their original homes in South Sudan. In order to achieve this objective, ARC implements a multi-sectoral program that includes water and sanitation, primary and reproductive health care, HIV/AIDS and gender based violence prevention and response, and activities geared towards creating economic opportunities for returning populations. ARC has program activities in Kapoeta East, Kapoeta South, Aweil, KajoKeji and Magwi counties.

Broad Description of Role

The M&E Officer will be responsible for assisting with monitoring and evaluation of HPF program activities. S/He will work closely with health officers, community mobiliser, CHD, grants and other program staff to train health facility staff on monitoring tools for programs, grants and support staff in appropriate data collection, management and analysis. S/He will maintain the ARC M&E information management system and compile data for monthly and quarterly reports.

B. Duties and Responsibilities

- Assist in the development and management of an M&E system to effectively capture and report on all project deliverables
- Organize joint monitoring visits with the CHD to the health facilities for monthly data verification
- Work with the CHD staff to oversee the implementation of all primary health care activities conducted at facility and outreach level, including: epidemiological

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surveillance, Ante Natal Care (ANC), Maternal and Child Care (MCH), Out patients Care (OPD), Essential Programme on Immunization (EPI), Health Education and Laboratory services;

- Conduct Joint visits to the health facilities to ensure implementation, data collection, reporting are based on standard MoH protocols and guidelines
- Work with the CHD staff to supervise data input into the DHIS and processes for checking data quality with County coordinator.
- Support the CHD to update the indicators in the DHIS database to enable the fulfillment of reporting obligations to SMOH and donors.
- Support the CHD to ensure that monthly DHIS reports are submitted to the SMOH by the stipulated deadlines.
- Oversee the outputting of DHIS data in preparation for the quarterly review and re-planning process.
- Work with the CHD to ensure all health facilities have the necessary data collection tools, reporting formats, equipment and supplies to render quality PHC and Hospital services.
- Provide on-the-job training on data collection, patient care where necessary during support supervision visits to ensure best practices.
- Develop performance improvement plans with the CHD, and health facility staff as needed
- Conduct project verification of data and activities in coordination with technical coordinator
- Maintain organized, complete, and controlled evidence to support all reported indicators.
- Maintain ARC's M&E information management system
- Analyze the data and provide a report in a graphical form
- Conduct field visits to program sites for monitoring and tracking of program activities as needed.
- Compile the program site mapping of activities and share with the County coordinator and senior health coordinator
- Supervise the primary health care data entry.
- Collect information for the timely and regular development of program success stories
- Perform any other duties as required by supervisor.

C. Requirements

- South Sudan nationals only.
- Diploma in clinical medicine and or Comprehensive Nurse and Midwife
- Excellent computer skills (word-processing, spreadsheets, and databases) are required
- Knowledge of SPSS, and EPI info, LQAS and DHIS is required
- Has experience conducting needs assessments
 - Excellent communication skills (oral and written).
- Strong data collection, analysis, and report writing skills required



- Excellent interpersonal and consultative skills, including the ability to communicate, present, negotiate and influence a variety of audience.
- Willing to work in flexible hours or weekends to complete task at hand.
- University Degree preferred
- Willing to work in hard ship area.

D. Key behaviors and abilities

- Experience working in monitoring and evaluation or operational research preferred.
- A strong team player with excellent interpersonal skills and the ability to work with groups of diverse backgrounds.
- Demonstrated the ability to work independently, think analytically and take initiative in solving problems.
- Ability to communicate technical issues effectively.
- Willingness to travel within Southern Sudan and to stay overnight outside of the assigned area.

HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC Kajo-Keji field office. Applications can also be submitted to the following email address: ssvacancies@arcrelief.org or the ARC South Sudan office located at Thong ping UNIMIS road Juba (near UNMIS main).

Please clearly indicate the position you are applying for and note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

The Deadline for receiving applications is 2nd May 2016 at 5:00 pm local time.

