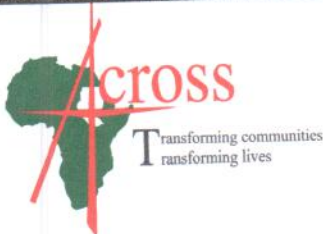


## ADVERTISEMENT-VACANCY ANNOUNCEMENT



**POSITION TITLE:** Nutrition M&E Officer

**LOCATION:** 50% Field & 50% Country Office

**DURATION:** Three Months with possibility of contract extension depending on the performance

**REPORTS TO:** Temporarily to Nutrition Project Coordinator

**CLOSING DATE:** 27<sup>th</sup> June 2018

### Job Overview:

The incumbent will be responsible for Nutrition monitoring and evaluation activities for the South Sudan programme. The position is based at our Office Juba with regular travel throughout the country.

### Job purpose:

Providing expertise in M&E planning and methodology  
Monitoring and Evaluation Activities  
Analysis and Reporting  
Evaluations or Special Studies  
Knowledge Management

### SCOPE OF ROLE:

#### Program/project design and learning

- Participating in and providing support to project design activities including development of project theories of change and strategic frameworks (Results Frameworks, Log Frames)
- Establish and maintain project level information management system

- Helping determine performance and impact indicators and targets
- Design and constantly updates project M&E plans, impact measurement tools and systems
- Develop and test project monitoring tools
- Organize on going sector level quarterly review, reflective practice, evaluation and progress monitoring events by involving communities and local partners;
- Design approaches to timely collect field level information required by donors and/or stakeholders
- Proactively ensure networking and sharing of lessons from the central program with strategic partners and other stakeholders
- Ensure that learning from previous projects is incorporated into project design where applicable

### **Monitoring and evaluation**

- Ensures the timely execution of projects monitoring and evaluation measures(baseline survey, midterm evaluation, data quality audit and field supervision)
- Track project performance against work plans;
- Timely update of M&E plan and provide feedback to program staff on implementation status and quality.
- Conducting or providing support to data quality assessments (conduct regular data verification exercises to ensure quality data collection and reporting compared to the recommended sphere standards)
- Assist with monthly and/or quarterly performance indicator analysis, including generation of reports as well as presentations to staff on on-going performance;
- Provide M&E inputs for reports written during project implementation;
- Supporting or leading evaluation teams
- Take part in project evaluations and surveys such as SQUEC, SMART, SENS and KAP surveys
- Provide technical assistance to staff and partner organization/CHD on information management system, proper data collection and record keeping;
- Provide consistent supportive supervision to strengthen staff performance as necessary to meet monitoring objectives;
- Verify entered data for completeness, correctness, and consistency and follow up on any data quality issues;
- Document findings from data quality audits and store in project files to ensure collective and sustainable access;
- Actively participate in and contribute to M&E team activities, system assessments, development and implementation of new systems and/or tools aimed at strengthening overall M&E practices;
- Occasionally participate or takes lead in project related forums



- Contributing to institutional learning processes by tracking best practices in monitoring and evaluation

### **Information management and reporting**

- Establish and maintain project information management system;
- Compile and systematically file regular project monitoring reports(weekly, monthly, quarterly, annual) including lessons learned
- Ensure accountability mechanisms is established and implemented by the project staff
- Cleaning, sorting, categorizing and organizing data
- Analyzing quantitative and/or qualitative data and summarizing findings
- Disseminating evaluation findings and project results to donors and other stakeholders

### **Capacity building and supervision**

- Training field staff in monitoring and evaluation processes and providing on going coaching
- Assist Nutrition sector staff in adopting/designing, monitoring and reporting tools as well as ensuring the establishment of database management system
- Organize orientation for front line staff, partners' staff and volunteers on the monitoring tools and train them on how to use data for decision making;
- Assist field staff in completing performance management activities including: performance planning, monitoring, and annual performance appraisals;
- Perform other task related duties assigned/proposed by the supervisor

### **Qualifications**

- Degree/diploma in statistics, computer science/IT/or any related field;
- Familiarity with health/nutrition sector
- Superb skills in computer (Microsoft Excel, power point, Access and Word);
- Has good understanding of log frame analysis and M&E plan
- Familiarity with statistical soft wares (NIS, ENA, EPI info and SPSS)
- Strong data collection, analysis, and report writing skills;
- Effective organizational skills; high drive for results and commitment
- Can take initiative in solving problems analytically;
- Effective communication skills in relation to technical issues
- Experience in conducting nutrition assessment;
- Ability to work independently under minimum supervision/support
- Good verbal communication skills in local language/s and working knowledge of English;
- Not less than two year working experience in monitoring and evaluation
- A team player, good interpersonal and intercultural skills
- Very good inter-sectoral coordination skills

### **Skills and competences**

- Sound knowledge of South Sudan education processes and procedures
- Self-motivated and ability to motivate others
- Good report writing skills and organize in data management
- Excellent interpersonal skills
- Variety of computer knowledge and skills
- Ability to manage a team and work as a team player
- Sound communication skills both written and verbal skills.

### **How to apply:**

Interested candidates to submit both electronic application and a well written Christian Testimony to: [hrmanager@across-ssd.org](mailto:hrmanager@across-ssd.org) & Cc [nutcoordinator@across-ssd.org](mailto:nutcoordinator@across-ssd.org) 27<sup>th</sup> June 2018 is the dateline, The email Subject Line must have only an Application letter, CV and a Christian Testimony. Female candidates are highly encouraged to apply. Only those shortlisted candidates will be contacted.

