

VACANCY ANNOUNCEMENT
(For South Sudanese Nationals Only)



Monitoring and Evaluation Officer

Polish Humanitarian Action is looking for a **M&E Officer** to join its M&E Team in South Sudan

General information:

- Organization: **Polish Humanitarian Action**
- Direct supervisor: **M&E Coordinator**
- Location: **Juba, with frequent travels to the field**
- Job terms: **3 months** of probation period with possibility of extension
- Desirable starting date: **ASAP**

What PAH is about:

Polish Humanitarian Action (PAH) is a non-governmental organization employing people who want to make the world a better place. For over 20 years, we have been providing relief in big and small emergencies worldwide alongside with running missions in several countries in crisis. Our interventions of both humanitarian and development character have been carried out in 49 countries so far. We concentrate on ensuring sustainable and stable development of regions suffering consequences of war and/or natural disasters. We possess long-standing expertise in Water, Sanitation and Hygiene (WASH), but also implement projects in Food Security and Livelihoods (FSL), as well as Emergency Shelter and Non-Food Items (ES/NFIs). For more information, please refer to www.pah.org.pl.

Summary of the Role

Under direct supervision of M&E Coordinator, M&E Officer will undertake duties and responsibilities related to monitoring and evaluation of WASH and NFI Programme in South Sudan. M&E Officer's role is to collect and analyze data to assure support to the programs for their improvement by providing reliable field information on the quality of implementation for coordination and management decision making.

Responsibilities

1. As a member of Monitoring Team (MT), M&E Officer shall conduct data collection in the field and execute the methodologies provided by the M&E Coordinator.
2. Ensure transparent, accurate and timely data collection for the purposes of baseline study, real-time evaluation and post-intervention/ post-distribution monitoring. It involves: field visits to project locations; conducting training for local enumerators; application of different data collection tools such as: desk study, observation, household surveys, semi structured interviews with beneficiaries and other stakeholders, focus group discussions and other tools, as well as collecting GPS and photographic data from the field.



3. Providing data to the Monitoring Team Leader timely at the end of each assignment, and support MT Leader and M&E Coordinator in data analysis and reporting as required.
4. If requested to undertake responsibilities of MT Leader during a field visit, M&E Officer ensures timely data analysis and preparation of monitoring report according to PAH procedures and standards.
5. Cleaning, summarizing, analyzing data and writing M&E reports after data collection.
6. Support M&E Coordinator in analyzing existing tools and procedures and developing new tools for needs assessment and monitoring.
7. Carrying out other duties assigned by direct supervisor.

Requirements

Essential:

1. University degree in Statistics, Social Sciences, Community Development or other related field. Experience exceeding minimum requirements will be considered instead of university degree.
2. At least 2 years of experience in conducting surveys and other research activities involving: application of quantitative and qualitative/participatory research methods, data collection and analysis.
3. Good communication skills, including fluency in oral and written English.
4. Confident presentation and facilitation skills.
5. Good analytical skills.
6. Good report writing skills.
7. Proficiency in using MS Excel and MS Word, internet and other statistical software/packages especially SPSS.

Desirable:

8. Experience in development and design of tools and initiatives which promote accountability to beneficiaries and beneficiary feedback
9. Experience in or knowledge about WASH activities in emergency and development context
10. Language skills in simple Arabic and other local language(s)
11. Experience of working and living in South Sudan
12. Previous work experience with international NGO is an advantage

How to apply:

If you are interested, please submit your application to the email address: recruitment.ssud@pah.org.pl or PAH Compound in Topping area (nearby Nile Fortune Hotel) not later than **August 25th 2017**. Due to the urgent recruitment process, all applications will be reviewed immediately and only short-listed candidates will be notified.

