



Adverts for the Position of M & E Officer – Juba, (2) positions

Organization Description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender. Therefore ADRA South Sudan is looking for a competent south Sudanese National to fill the post.

Job Title:	M & E officers (2)
Qualifications:	Bachelor's Degree in Statistics or Social Sciences
Experience:	At least 2 years in M&E positions.
Job Location:	Juba, South Sudan
Direct Supervisor:	M&E Manager
Date of Issue:	13/6/2018
Deadline for applications:	6/7/2018

Job Summary:

The M&E Officer will assist in the overall cycle of project monitoring and evaluation of programs. This includes quality programming—that is feasible/viable project approaches while at the same time inquiring after the details of accurate and relevant data collection and informative analysis of that data. The M&E Officer assists in following timely implementation of activities based on project workplans and timely submission of all forms and reports. These duties will be mainly accomplished through routine field visits and the submission of trip reports that highlight findings and recommendations. He/She will also assist in standardizing data collection tools and systems in the various sectors.

Duties & Responsibilities:

1. Assist in proposal development and key indicators and targets for each project component/objective.
2. Assist in coordinating with the Programs Director and/or Project Manager to orient all new project staff to ADRA SS-donor agreements, logframes and reporting requirements.
3. Assist in determining information needs for project management, implementing partners, primary stakeholders, any cooperating institutions and funding agencies.
4. Assist in developing overall departmental work plan with objectives and indicators.
5. Conduct routine field visits in coordination with Project Managers and according to set workplan.

6. Submit trip reports highlighting findings and recommendations to Project Managers, M&E Manager Sector Coordinators and Programs Director.
7. Assist in providing guidance on how to record, report and analyze progress against the workplan.
8. Assist in reviewing and designing or adapt/adopt as necessary project data collection tools that ensure accurate and relevant data. This should include utilization or promotion of standardized data collection tools within sectors as much as possible.
9. Assist in collection, review, analyzing and editing of progress reports prepared by project staff for submission to partner offices, donors, and appropriate ministries, in accordance with required reporting forms and set deadlines.
10. Assist in providing constructive feedback to project managers on reports including Score Cards for improvement on reporting.
11. Assist in preparing Terms of Reference for consultants, design and costing out for surveys, reviews and assessments for the various projects. Then also participate in those events providing assistance and support to consultants.
12. Any other duties as may be assigned.

Common Accountabilities

- Work closely with the teams across all the projects of ADRA South Sudan.
- Supports colleagues in delivering the organization's objectives, including assisting in events and initiatives that fall outside the direct responsibilities of this post.
- On behalf of the Project Manager, represent ADRA South Sudan on internal or external in networking and coordination meetings.
- Perform any other reasonable duties and tasks as requested by the or Project Manager

Qualifications and Experiences - Essential

- Bachelor's Degree in Statistics or Social Sciences
- Extensive Experience in M&E positions, preferably in humanitarian agencies
- in education, life skills and peace building
- Strong written and verbal communication skills in English with demonstrable skills in building others
- Advanced computer skills, particularly MS Office
- Verifiable Capacity Building and report writing skills
- Well-organized and resourceful in planning, problem-solving and implementation
- A team player, flexible, quick-thinker and able to work well under pressure and with minimal supervision
- Extensive knowledge of the context of Education trends in South Sudan
- Commitment to the ADRA's vision, mission, values and principles.

Instructions for applications:

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki and submitted at Juba ADRA Main office.

Only suitable and qualified South Sudanese nationals are highly encouraged to apply.

A CV of 4 pages less coupled with a one cover letter is acceptable.

Hard copies applications should be deliver to our Main Office in Juba.

Only short-listed candidates will have their applications acknowledged and notified formally.

ADRA South Sudan is an Equal Opportunities Employer”

Women are highly encouraged to apply.