



### VACANCY ANNOUNCEMENT

#### International Rescue Committee (IRC) in South Sudan

The International Rescue Committee ([www.Rescue.org](http://www.Rescue.org)) is a non-profit, nongovernmental organization providing relief, rehabilitation, and post-conflict development for those uprooted or affected by conflict.

<b>Job Title:</b> iCCM/Nutrition Monitoring and Evaluation Officer	<b>Duty Station:</b> Payinjar County (Ganyliel, Nyal), Unity State
<b>Department:</b> HEALTH	<b>Section:</b> HEALTH
<b>Supervisor:</b> Health & Nutrition Monitoring and Evaluation Manager	
<b>Other Relationships:</b> iCCM M&E Officers (other program sites), iCCM Officers, Nutrition Officers, CBD Monitors, iCCM/Nutrition Program Manager, iCCM/Nutrition Deputy Manager, Field Coordinator, M&E Volunteer	
<b>Staff Managed:</b> None	
<b>Main Purpose of Job:</b> The Monitoring and Evaluation (M&E) Officer is responsible for supporting the implementation of the iCCM/Nutrition program through quality data management; as well as will assist the M&E Manager in achieving goals to strengthen and improve IRC's iCCM/Nutrition monitoring and evaluation systems.	
<b>Main Duties:</b> The M&E Officer supports the iCCM & Nutrition program by ensuring that all program data is properly collected, tracked, verified, entered and analyzed. This includes data entry, field-based data verification, capacity building of program staff on data quality control, and assisting with data reporting. She/he will work in close collaboration with IRC's Health & Nutrition M&E Manager, iCCM & Nutrition Program Manager, iCCM Program Officers, Community Based Distributor supervisors (CBD Monitors), Community Health Workers (CHW), Village Health Committees, MOH County Health Department, other local authorities and community members to ensure that program data is of a consistently high quality.	
<b>Reporting:</b> <ul style="list-style-type: none"> <li>• Generate and submit regular reports related to management of program data to the Health &amp; Nutrition M&amp;E Manager and iCCM &amp; Nutrition Program Manager.</li> <li>• Participate in creation and presentation of monthly and/or quarterly reports on program performance and quality of data with the Health &amp; Nutrition M&amp;E Manager.</li> </ul>	
<b>Main Duties:</b> <ul style="list-style-type: none"> <li>• Enter all monthly, quarterly and semi-routine data for the iCCM &amp; Nutrition program into the District Health Information Software (DHIS) database and NIS database;</li> <li>• Conduct regular data verification exercises to ensure reporting and collection of quality data;</li> <li>• Actively participate in and contribute to M&amp;E team activities, system assessments, development and implementation of new systems and/or tools aimed at strengthening overall M&amp;E practices;</li> <li>• With support from the M&amp;E Manager, coordinate and facilitate capacity building activities focused on data collection and management, reporting, and general M&amp;E best practices.</li> </ul>	

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reports as well as presentations for staff related to on-going performance;

- Participate in the design of new and/or revised data collection and reporting tools.
- Assist with data collection, entry and cleaning of data for audits, assessments and surveys;
- Develop and maintain inventory of all iCCM/Nutrition health equipment and program supplies in partnership with logistics team;
- Maintain organized softcopy and hardcopy filing systems of monthly and quarterly data reports, training records, program documentation and supplies, educational material and photographs;
- Lead and assist with special M&E projects related to strengthening and improving M&E systems for the program;
- Assist with health program meeting minutes and ensure that they are properly filed;
- Attend and participate in program, team and other meetings as required;
- If required, participate in emergency response activities during disease outbreaks;
- Conduct any duty as may be assigned by his/her immediate supervisor. The M&E Officer will occasionally take on duties over and above those listed above. These duties will always be restricted within program requirements.

**Systems Compliance and Improvement:**

- IRC's finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from the Country Director or other members of the IRC senior management team.

**Policy compliance – Mandatory Reporting Policy (MRP):**

- Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers
- Play a key role in planning and rolling out training of and adherence to MRP in coordination with the MRP focal team/person within the country program.

**Confidentiality:**

- Ensuring the non disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

**Note:** The role of the M&E Officer cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the M&E Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

**Qualifications, Skills and Experience:**


- South Sudanese nationals only.
- Diploma/Degree in computer science/IT/or any health related field.
- Excellent computer skills are required (particularly Microsoft Excel, Access and Word).
- At least two years experience working in monitoring and evaluation preferred.
- Strong data collection, analysis, and report writing skills required.
- 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.

**Functional skills and knowledge:**

- Be committed and remain productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.

**Other skills (e.g. I.T.):**

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- Fluency in English & Juba Arabic is required
- Proficiency in Nuer language is preferred and added advantage.

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** and **health certificate** to the **Ganyiel /Juba** IRC Field office Human Resources or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org)

**NOTE:** Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Applications should be received no later than **June 22<sup>nd</sup>, 2018**



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