



VACANCY NOTICE



Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of Monitoring Assistant (1 Position).

Position open date: 8th June 2017

Closing Date: 27th June 2017

Starting date: As soon as possible (ASAP).

Duty Station: Juba/Roving

Objective 1	Collect qualitative and quantitative information and program data
Tasks & responsibilities	<ul style="list-style-type: none"> • Assist in conducting project baseline, end line and progress surveys, ensuring appropriate sample size and sampling survey methods, data collection procedures, and data verification through periodic site visits. • Quantify methods and identify data sources for program performance
Objective 2	Support in collating and analyzing monitoring data, as well as report on findings from monitoring activities for direct reporting to the M&E Officer
Tasks & responsibilities	<ul style="list-style-type: none"> • Ensure proper monitoring of implementation of the program, focusing on overall M&E framework of the program. • Present and analyze data based on information needs of project team and partners and support in data base management. • Complete and submit monthly report • Provide support to improve monitoring and reporting mechanism through revised monitoring and reporting framework, through collaboration with the program team.

Objective 3	Work with program teams to ensure that information relating to ACF and program activities is shared widely and provide for beneficiary feedback in line with relevant guidelines and frameworks
Tasks & responsibilities	<ul style="list-style-type: none"> • Under guidance of M&E Officer work in a close collaboration with the FSL & DPM program team in the LGA (whenever required) for resolving complex programme-related issues and information delivery. • Assist the program team in terms of selecting the beneficiaries for post deployment monitoring visits. • Assists the MET PMs for PDM related standard tools. • Monitor the progress of disseminating the ACF Principles within the beneficiaries' community by the program team.
POSITION REQUIREMENTS	
QUALIFICATIONS	
<ul style="list-style-type: none"> • At least two years working experience in the same field or expertise • Experience in designing tools and strategies for data collection, analysis and production of reports. • Previous experience with NGOs or UN agencies • Fluent in English 	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> • Good communication and interpersonal skills. • Good analytical skills and organizational capacity. • Knowledge of a variety of ICT systems including Excel, Word. • Experience with mobile data collection platforms such as ODK or Kobo Toolbox. • Ability to work under tight deadlines and to share relevant information. • Willing to travel in remote areas with basic living conditions.
PREFERRED	<ul style="list-style-type: none"> • Flexible personality and negotiation skills. • Conflict-management and mediation skills • Ability to work in a multi-disciplinary and multi-cultural environment

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying " **Monitoring Assistant** " - Juba /Roving in the title of your email, **scanned attachments as one document**, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town.

The deadline for applications is 27th June 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date. Female candidates are highly encouraged to apply.

Note: Applications submitted are non-returnable

