



ARC

American Refugee Committee

South Sudan

Plot 592, Block 3K, Airport Road

Tomping, Juba (UNMISS ROAD)

Central Equatoria

9th June 2017

VACANCY ANNOUNCEMENT

POSITION TITLE:	M&E Coordinator
DUTY STATION:	Juba
REPORTS TO:	Head of Programs
STATUS:	Full Time
SUPERVISOR CAPACITY:	Program and Operation Staff

DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION:

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral program that includes primary health care, tertiary care, Nutrition, WASH and Gender based violence prevention and response activities. ARC currently works closely with the County Health Departments in large scale county wide health and nutrition programming. ARCs GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives. ARC has program activities in Central and Eastern Equatoria, Northern Bahr Ghazel, and Upper Nile.

PRIMARY PURPOSE OF THE POSITION

The M&E Coordinator will be responsible for designing, Coordinating and Managing all M&E activities across ARC program areas by working closely with the Head of Programs, Senior Health Coordinator, GBV Program Manager, Wash Coordinator, Grant Coordinator, Country Coordinators, M&E Officers, regional office and the headquarters. This involves but not limited to carrying out baseline surveys, evaluations, monitoring, reporting, and capacity building of ARC staff, designing and updating data collection tools. The M&E coordinator will ensure that Accountability and gender mainstreaming is an integral and important part of his roles

MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

The responsibilities of the M&E Coordinator will include but are not limited to the following:

- The M&E coordinator will take lead in the development and review of logical frame works developed for donor proposals.
- The M&E coordinator will provide capacity building to the program team and field M&E Officers.
- Take lead in the development and review of Monitoring and evaluation frame work for the south Sudan program.



- Maintain, guide and roll out the schedule of project and review work plans, evaluations and surveys and learning events.
- Take lead in the maintaining and ensuring compliance in ARC guidelines
- He /she will support the Programs and Grants teams in the review of reports to ensure that they are in line with logical frame works and project plans.
- Embracing program accountability and Learning system.
- He/she will contribute in the development of Situational reports and support in collection of data as required.
- In coordination with M&E officers, encourage the documentation of success stories and case studies across the South Sudan program.
- He/she will ensure that M&E resources are adequately met. This will involve preparing a budget for M&E in collaboration with the program management.
- Together with the HR team he/she will support the induction of new staff on M&E activities in South Sudan. This will involve preparing and reviewing of key documents for induction.
- The M&EAL coordinator will perform regular field visits to ARC program areas and ensure that planned activities are implemented as expected and ensure quality assurance as well as documenting reported activities.
- Support the country management in the development and compilation of country annual reports and other strategic documents

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- A minimum of bachelor degree in Social Science, Economics, Management studies and Statistics is required.
- Minimum of five (5) years of progressive work experience in M&E is required for this position.
- Previous working experience in both development and Humanitarian context required.
- Prove and strategic implementation ability with strong connectional and analytical skills for planning, monitoring and learning.
- Strong understanding, experience and knowledge of diversity and gender issues with commitment in addressing diverse inequalities.
- Excellent networking skills at senior management level including strong communication and reporting.

HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC South Sudan office located at Thong ping UNIMIS road Juba (near UNMIS main). Applications can also be submitted to the following email address: ssvacancies@arcrelief.org

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

The Deadline for receiving applications is 30th June 2017 at 5:00 pm local time.

