**Position Advertisement for Monitoring & Evaluation and Reporting Officer**

**Vacancy: # One (1)**

ASAP

**Duty station: Juba with frequent travels to all ADA field locations**

**Date of Advertisement: 13th Mar 2017**

Africa Development Aid (ADA) is non-governmental, non-political national organization registered in 2012 as humanitarian agency. It has been involving in provision of humanitarian assistance in the areas of Upper Nile and Jonglei. ADA is now looking for suitable candidate for fill the position of Monitoring & Evaluation and Reporting officer to be base in Juba. The M, E & R officer will ensure efficient and effective implementations of all activities by providing Monitoring, Evaluation and Reporting supports to all the projects under implementation by ADA. Ensure that projects are planned, implemented, monitored, evaluated and reported in accordance with agreed budgets and donor’s guidelines, and plans are coherent and well integrated into wider ADA’s programme.

**Summary of Job description:**

The M, E & R Officer will provide among other things technical and professional support to projects by carrying out on periodical basis the aspects of Monitoring, Evaluation and Reporting. You will be part of ADA’s dynamic team contributing to effective and efficient project Monitoring, Evaluation and Reporting. You will ensure that all ADA’s projects achieve their intended results by monitoring the indicators and report any recommendation that deem possible for the success of the project and track the progress of such. You will have frequent travels to the field locations to conduct data quality audits and capturing field success stories.

**Main Duties and Responsibilities:**

1. Timely plan project monitoring by devising a plan at the inception period till final evaluation.
2. Assess and develop the organizational M & E & Report Performance framework.
3. Collect, compile and submit quality and timely project progress reports.
4. Document and compile ADA’s field success stories.
5. Analyze staff M & E & Report needs and conduct appropriate training to suit their level of understanding.
6. Attend project review and coordination meetings both at country and field level.
7. In addition to donor reporting tools, you shall develop other appropriate projects report tools.
8. Participate in staff trainings, conducting field assessments and proposal development.
9. Perform any other duties as may be assign by the programme Director
10. Develop Monitoring, Evaluation and Reporting tools for ADA and ensure that all projects progress are monitored, evaluated am reported accordingly.
11. Recommend on timely manner to the management how best results can be achieved. Compile and upload success stories and field achievements into ADA website.

**Qualifications and competence:**

* Degree or its equivalent with three (3) years progress experience in M&E & Reporting, projects planning and management, statistics, Agriculture, Business Administration or other related disciplines.
* 2-3 years of experience in programme monitoring and Evaluation with INNGOs/NNGOs and or government institution in the same capacity.
* Strong understanding of M & E & Reporting principles, tools and processes including database management, reporting etc.
* A conceptual understanding of community base projects framework.
* Good experience and understanding of the need for and integrated programme and systems approach.
* Fluent in English both written and spoken.
* Knowledge of Arabic/Juba Arabic plus any other local language will be an added advantage.
* Strong facilitation and training skills.
* Formidable computer knowledge with the latest IT versions is desirable.
* Empathy with ADA ‘s Vision, Mission, Goals and objectives and ability to communicate them both internally and externally.
* Proactive and able to take initiative and work independently and with others to complete assigned task (s).

HOW TO APPLY

Interesting candidates should send their Applications, updated CVs, copies of their passports, National IDs/birth certificates and scanned copies of their academic credentials to “HR & Admin Manager” Juba to [duop.cada@gmail.com](mailto:duop.cada@gmail.com) and or brings hard copies of the same to ADA’s office Tongping, Opposite Catholic University along Kololo Road of Juba Nabari. Or call 0956727352.

1. This position is open only for South Sudanese!
2. Female candidates are also encouraged to apply.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

**Deadline for application will be 0n 30th Mar 2017 at 4:30PM**