



## **Monitoring and Evaluation Assistant – Vacancy (Temporary staff pool)**

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities, working in over 20 countries in sub-Saharan Africa. Our purpose is to build mutually beneficial relationships between people in the UK and other countries and increase appreciation of the UK's creative ideas and achievements.

The British Council seeks candidates for the short term position of Monitoring and Evaluation Assistant, based in Juba.

**Job aim:** *To support the monitoring and evaluation of the British Council projects in South Sudan. This is a temporary role and the Monitoring and Evaluation Assistant will be contracted for a certain number of days on a monthly basis depending on the work load.*

### **Duties:**

- **Data entry** – Data entry of British Council field reports including the Connecting Classrooms and Access to Justice; create database of participants for projects activities trainings, and submit to the relevant person for processing; and upload questionnaires on the platform provided;
- **Monitoring and evaluation support** – Field visits for all British Council projects; and collect case studies for the various project activities.
- **Training/Forum support** - Provide support to facilitators during trainings/forums, and ensure questionnaires are filled correctly during trainings/forums.
- **Other administrative work:** As agreed and required by the British Council office.

### **Desirable technical and generic skills and experience**

- Knowledge of computer software packages such as Microsoft Office
- Ability to use the internet
- Experience or exposure to monitoring and evaluation
- Flexibility and team working

### **Essential competencies**

- Relevant post-secondary qualification
- At least 2 years relevant working experience in reputable, and client focused organisations (preferably in M&E).
- Good written and spoken English language skills
- Understanding of Arabic or Juba Arabic is desirable

Application documents (C.V and cover letter) should be submitted to [info211@sd.britishcouncil.org](mailto:info211@sd.britishcouncil.org) or British Council Office in Hamza Inn, Juba – South Sudan by **27 October 2017**. **HANDWRITTEN APPLICATIONS WILL STRICTLY NOT BE ACCEPTED.** Only short-listed candidates will be contacted.

The British Council is committed to a policy of Equal Opportunity and welcomes applicants from all section of the community.