



VACANCY
M&E Officer, South Sudan

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **M&E Officer**. The position holder will be based in **Juba**.

Job purpose:

Data collection, analysis; and Knowledge management and learning

- Undertake regular field visits to lead the implementation of M&E and ensure that systems are being implemented according to plans at the field level and communicate any issues or inefficiencies that arise to the M&E Coordinator in a timely and proactive manner.
- Track the performance of the project activities and outputs against expected results and adjust implementation processes to ensure the projects are progressing towards the intended outcomes as guided by the M&E Plans
- Development of data collection tools and management of the whole process of data collection (including training of enumerators on tools), accurate data entry and cleaning, analysis and communication to provide information for programme teams;
- Supervise
- Maintain an up-to-date database on beneficiaries and indicators of each program to make information readily available to management for utilisation and decision-making;
- Train programme teams and enumerators in data collection tools and supervise enumerator teams during data collection in the field;
- Present the results of monitoring, surveys and evaluations in table form and charts;
- Identify, document and share case studies, lessons learnt best practices and success stories within Concern programme areas of coverage;
- Support the M&E Coordinator and Programme Managers in the implementation of programme evaluations, assessments, surveys, needs assessment and operations research as required;
- Work with Programme Managers to support field staff to apply lessons learnt, follow up on progress through monitoring and provide on-going support.

Reporting and Capacity Building

- Support preparation of consolidated progress reports in accordance with approved reporting formats and timing, through provision of data and inputs for all the reports (weekly, monthly, quarterly etc).
- Conduct training needs assessment in the area of M&E for Concern field staff, plan and carry out, with support from the M&E Coordinator, trainings to improve the capacity of staff in implementing M&E activities;
- Conduct support supervision and provide feedback to the programme staff, including areas that require improvement.

Programme Accountability:

- In coordination with the M&E Coordinator, support the implementation of Concern's Accountability Framework, and continuously contribute to its improvement;
- Lead the development of M&E plan for each programme in coordination with the PMs and the M&E Coordinator, and supervise its timely implementation;
- In consultation with the M&E Coordinator, ensure implementation of Community Feedback and Response Mechanisms (CFRMs) in the programme areas; and feedback is adequately documented, addressed, analysed, and utilised by programme teams.

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

Education/Training

- University degree preferably in social sciences, statistics, development studies, or other relevant discipline;
- Diploma and or short courses in Monitoring and Evaluation;
- Excellent oral and written English skills, knowledge of local languages added advantage.

Experience

- At least 5 years' experience in implementing M&E functions in a humanitarian/recovery context and/or development programme;
- Experience in multi-sectoral programmes, (WASH, Nutrition, Shelter/NFIs, Food Security and Livelihoods, etc) ;
- Experience in M&E methods and approaches (including quantitative, qualitative and participatory);
- Experience in designing tools and strategies for data collection, analysis and production of reports;

Technical Skills:

- Proficiency in database development/management, and skills in analysing, interpreting and communicating data and information;
- Strong analytic skills (quantitative and qualitative);
- Experience in using data analysis software especially DHIS, NIS, or SPSS;
- Advanced Computer skills including MS office (Word, Excel, Outlook, PowerPoint & Access);
- Strong writing skills including editing documents like reports, proposals, log frames;
- Solid understanding of conflict prone context with focus on participatory processes and gender issues.

How to apply:

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan head office located at Tongping, Airport Road opposite Ebony Bank, not later than 15th October 2018 or email it to; vacancies.juba@concern.net**
2. The position is open only to South Sudanese national only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment.**