



# Integrated Development Organisation (IDO)

Juba, South Sudan | [www.idosouthsudan.org](http://www.idosouthsudan.org) | [info@idosouthsudan.org](mailto:info@idosouthsudan.org) | +211 922 222 906

## JOB VACANCY ANNOUNCEMENT NO-VA/IDO/033/2017

**The Integrated Development Organization (IDO) is seeking qualified person for the position of M & E Officer**

IDO is a national NGO working to promote just and peaceful societies in South Sudan by empowering and working with grassroots communities, vulnerable populations, and excluded societies or groups estranged and uprooted by conflicts. The key objective is for societies and groups to build resilience, to develop and to lead their post-conflict societies. For more information, please visit IDO's website at [www.idosouthsudan.org](http://www.idosouthsudan.org) we wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

### JOB DESCRIPTION

<b>Job Title</b>	Monitoring and Evaluation Officer (M&E Officer) – (1 position)
<b>The position is open to</b>	Both External and Internal applicants
<b>Place of Work</b>	IDO Juba's main Office with frequent travel to south Sudan if require
<b>Reports to</b>	Operations Manager
<b>Department</b>	Operations
<b>Hours of work</b>	40 hours per week
<b>Initial contract duration</b>	6 Months
<b>Grade level</b>	Grade C (step I)
<b>Opening date</b>	Thursday 13/07/2017
<b>Closing date</b>	Saturday 23/07/2017
<b>Starting date</b>	ASAP

### JOB PURPOSE

The Monitoring and Evaluation Officer (M&E Officer) will be providing support in monitoring and evaluating on-going projects in the department of programme. The incumbent will be responsible for overall M&E and learning needs of the organization as a whole and the programme department specifically. The incumbents will come up with findings based on real data to show performance of the programmes in line with the IDO's vision and mission and strategic objectives as layout in the 2017 – 2019 Strategic Plan. The incumbent will also help IDO in strengthening its M&E functions based on her/his experiences and enable the programme teams to get support through M&E findings in enhancing flow of information and its management. The incumbent will play role in promoting of key learnings for the improvement of the programmes and for wider learning of the organisation.

### MAIN DUTIES AND RESPONSIBILITIES

- To supervise regular data collection through project officers and ensure quality of the data by random verifications and validations
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- To analyse and discuss findings based on regular monitoring data
- Provide technical support on M&E and evidence-based recommendations to the management.
- Ensure that implementation of field activities adheres to IDO's monitoring and evaluation system
- Support project teams in conducting baseline surveys
- Participate actively in programme planning process and budgeting of the programme, quality and fundraising
- Support Programmes team in developing the annual and six monthly organisational reports.



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- Support Programmes team in dealing with any other tasks as may be required

## SPECIFIC RESPONSIBILITIES

### 1. Monitoring

- Develop project monitoring plan (PMP) of each project in line with approved project Log framework during proposal development and consulting with programme team and partners.
- Coordinate and engage with project teams to collect and manage essential data against agreed indicators of each project.
- Ensure quality of data collected by programmes team
- Provide feedback to the management and programme teams on projects' performance based on monitoring and evaluation data findings

### 2. Evaluation

- Assist programme team in designing, coordinating and conducting project evaluations (mid-term and end-line) by providing relevant inputs.
- Assist programme team in designing and conducting Post Implementation Monitoring Survey (PIMS)
- Assist Programme Coordinator and the CEO in conducting quarterly and annual Programme Data Review

### 3. Reporting and Documentation

- Prepare and submit monthly, quarterly, six-month and annual M & E reports
- Develop and share field visit reports with relevant departments, partners and beneficiaries
- Upload key reports to IDO's web portal

### 4. Planning

- Participate in the development of IDO's multi-year plan and budget (MPB) process to develop a good quality MPB for the country programme (CP)
- Assist Programme Team and the CEO in reviewing project plans during MPB process
- Ensure quality of data/ statistics in project plans
- Upload relevant MPB documents on the IDO's web portal

### 5. Learning and Sharing

- Share learning from M&E process with the wider IDO's team
- Support programme team in improving learning and sharing mechanisms in their projects
- Promote culture of two way learning in the organisation

### 6. Contribution to Effectiveness of the Programme

- Work collaboratively with different programmes for strengthening integration and cross-learning in programmes
- Proactively volunteer for various team activities
- Show an eagerness to take on any other tasks assigned by the line manager

### 7. Communications

- Coordinate and support IDO press activities
- Lead on branding and marketing
- Responsible for Publications – Design, printing and final edit.



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- Assist in managing and promoting events
- Assist in developing campaigns
- Team Working

## PERSON SPECIFICATIONS

Essential	Desirable
<b>Professional Qualification</b>	
<ul style="list-style-type: none"> <li>• Bachelor' degree in any social or natural science discipline</li> <li>• Knowledge and understanding of programmes/project monitoring and evaluation</li> <li>• Understanding of the current M&amp;E trends and especially M&amp;E systems in development organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Programmes M &amp; E, challenges and opportunities</li> <li>• Knowledge of SPSS software &amp; Epi Data</li> <li>• Knowledge of participatory research methods, participation action and learning</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in monitoring and evaluation with at least 2 years in the NGO sector</li> <li>• Experience in monitoring and evaluating programmes or organizational goals.</li> <li>• Experience of field data collection</li> <li>• Experience of report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of conducting research</li> <li>• Experience of organising lesson-learning sessions</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Monitoring and evaluation techniques and processes</li> <li>• Data collection and management</li> <li>• Analytical and research skills</li> <li>• Good command over report writing in English</li> <li>• Excellent computer knowledge with command on MS Excel among other packages of MS Office, SPSS, Epi Data</li> </ul>	<ul style="list-style-type: none"> <li>• Handling data through SPSS &amp; EPI Data</li> <li>• Communication skills for presenting monitoring findings</li> <li>• Fluency in English &amp; Juba Arabic language will be an added advantage</li> </ul>
<b>Others</b>	
<ul style="list-style-type: none"> <li>• Time management and ability to prioritise multiple tasks</li> <li>• Self-motivated person able to work without close supervision</li> <li>• Able to work effectively in a diverse team environment</li> <li>• Able to effectively promote IDO's mission values, and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of IDO's value system</li> <li>• Understanding of IDO's work particularly in Juba, South Sudan</li> <li>• Knowledge of IDO's working areas in Juba</li> <li>• Willing to work additional hours at crucial times</li> </ul>

## How to apply

Applications should be address to IDO Human Resource Officer by email: [recruitments@idosouthsudan.org](mailto:recruitments@idosouthsudan.org) quoting the vacancy number not later than July 23, 2017 @ 5.30 PM. If this is not possible by e-mail, please hand-deliver or send your application in an envelope sealed to the address below before the closing date.



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Applications received after this date will not be considered. Only qualified candidates should apply, and only those who have been short listed will be contacted for an interview.

**To: Security guards**

IDO's main office at Munuki bock C, Off Suk Libya market along Miya Sabah (107) Road

**Qualified female applicants are particularly encouraged to apply!**

**Integrated Development Organization** provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.