

Approved  
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## Vacancy notice

Advert opens 10 September 2018

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose additional technical capacity is required. Therefore, Cordaid would like to hire a **Monitoring Evaluation Accountability and Learning (MEAL) Officer** as detailed below,

### **Monitoring Evaluation Accountability and Learning (MEAL) Officer** Based in Torit with extensive field travel

#### Reporting Line

The Monitoring Evaluation Accountability and Learning (MEAL) reports to the Program Manager – Health Care based in Torit

#### Purpose of this position

The MEAL Officer takes the lead in Monitoring and Evaluation for the Health Projects in Magwi and Torit Counties by supporting the Monitoring and Evaluation of the activities on a day to day basis.

Specifically, the MEAL Officer will track progress of the projects each month, track the submission of monthly reports and give quarterly feedback on the achievements based on the agreed indicators and timeframes.

He/she will work with the County Health department in Torit to develop tracking tools for the projects, give quarterly presentations on achievements and develop and modify the tools used in in patient HMIS systems while developing and upgrading the M&E framework for the organization.

The Meal Officer will on behalf of the Project Manager compile all the required monthly reports for submission and also track partner submission of the reports on a monthly basis.

#### Responsibilities and Accountabilities

##### Facilitate Usage and adoption of standard M&E Tools

1. Develop and strengthen monitoring, inspection and evaluation procedures for the project in Torit and Magwi county
2. Monitor all project activities and progress in this program towards achieving the project output;
3. Develop and monitor impact indicators for the project success as required by the program Manager
4. Assist in data verification at the county level and at the health facilities as and when required

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11 SEP 2018

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5. Ensure that the monthly DHIS data from the two counties is uploaded by the county health departments and give feedback on progress
6. Conduct capacity assessment on existing monitoring and evaluation system

#### **Monitoring Progress**

1. Develop indicators and a monitoring strategy for the project;
2. Monitor and evaluate overall progress on achievement of results;
3. Monitor the sustainability of programme results;
4. Provide feedback to the project manager on project strategies and activities;
5. Monitor monthly the progress of the projects based in the agreed targets and indicators and provide feedback to the program team
6. Set up an internal monitoring system for all outputs under the project.

#### **Capacity development**

1. Liaise with the national and State Ministry of Health to facilitate the provision of all data collection tools
2. Support the training of county and hospital staff on data collection with specific focus on nutrition indicators and in patient HMIS
3. Take part in the training of health care staff at health facilities in the two counties of Eastern Equatoria

#### **Reports**

1. Provide input, information, and statistics for quarterly, annual and other reports to the Program Manager
2. Participate in the quarterly project review meetings at the state level
3. Participate in the development of indicators for new projects and revision of existing targets and indicators.
4. Perform other duties as required by the Program Manager

#### **Qualifications and skills**

1. Bachelor's degree in Public Health or Biostatistics or Health Information or Diploma in Health Information Management or post graduate training in Epidemiology /biostatistics
2. Experience in the Development of Project logframes within the health sector and in the use databases, experience in the use of DHIS
3. Familiarity with statistical packages like SPSS, STATA and SAS an advantage
4. Good data analysis and presentation skills and plus experience in project monitoring

#### **Further information and how to apply**

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number in subject line.

e.g. **CSS10/09/18 Monitoring Evaluation Accountability and Learning (MEAL) Officer - Torit**

Deadline for submission is by the **28 September 2018**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.

All applications submitted cannot be returned.

