



Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually in some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International is planning to scale up its intervention at Juba, South Sudan; and as a part of this process the organisation has submitted a new project proposal to a prospective donor. The initial reaction of the donor is very positive. Thus, Malteser International is looking for qualified candidates to fill the vacant post of a **Documentation Officer - WASH**

Job Title	: Documentation Officer
Job Location	: Juba
Report to	: Program Manager
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 22nd December 2017

The overall responsibility of the **Documentation Officer – WASH** is to ensure documentation of the results against project indicators and facilitate necessary monitoring, evaluation and research tasks in the WASH project in underserved communities in peri- urban areas of Juba.

Main duties:

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, project progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Country coordinator /Project Manager;
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;





- Assist the project personnel with M&E tools and in supporting them in their use.
- Perform other duties as required;
- Measurable Outputs and Performance Indicators
- Preparation of monthly MIS reports;
- Assist the Project Manager in preparing other relevant reports;
- Organize and conduct training on M&E/MIS for project and government staff
- Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations;
- Provide input and update information related to project outcome in UNDP and GOB website;
- Assist Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities;
- Prepare Issues Log and Risk Log for the project;
- Develop M&E system for the Project and for the government counterpart/stakeholders;
- Prepare and maintain data base
- Develop and maintain project database—Information on project beneficiaries with gender disaggregated data on project indicators.
- Developing data collection and monitoring templates to ensure results based and gender disaggregated reporting against indicators.

Qualifications:

- Graduation in Social Science or other relevant subjects
- 3 years of relevant professional experience
- Proven experience in M&E with a special focus on documentation
- High level fluency in English language. Knowledge on local Arabic is an advantage
- Ability to work in a team
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

How to apply:

- If you are interested in this position, please apply to; stella.kamerara@malteser-international.org
- Kindly submit your application, CV, copies of your scan documents of relevant certificates, your salary expectation and three professional references.
- Please indicate the job title in the email subject line.
- This position is for **South Sudanese Nationals Only**.
- The deadline for application is on **22nd December 2017 at 5:00 p.m.**
- Only short listed candidates will be notified for personal interview.

