



## M&E Officer – South Sudan Country Office

Finn Church Aid (FCA) is Finland's biggest development co-operation organisation and the second biggest organisation in Finland working in humanitarian aid. Finn Church Aid South Sudan Country Office is looking to recruit an experienced **Monitoring & Evaluation Officer**, to be based in the country office in Juba but with regular visits to field locations.

### Main duties and responsibilities:

- Design and implement M&E plan for the country programme as a whole.
- Assist project managers in routine monitoring of their projects and ensuring that activity information is collected in an efficient and timely manner.
- Maintain an effective information database for projects which should include activities, results at different levels, targets (including indicators) and progress reports.
- Take the lead in baseline surveys, end line surveys, PDMs (post distribution monitoring) as well as impact assessments and evaluations.
- Support Program Coordinator to produce reports (monthly, quarterly, annual and final) and document good practices, lessons learned, trends, implementation issues, etc.
- Maintain a filing system (online and physical) for supporting documentation and sources of verification for each project.

### Competence and Personal Requirements:

- A minimum of a Bachelors' degree in development related subjects preferable, such as Economics or Statistics with a minimum of 2 years' experience in Monitoring & Evaluation.
- Demonstrates substantial experience in an M&E or programming role.
- Demonstrated ability in Data Collection, Data Management and Analysis.
- Computer skills in communication, MS Word, PowerPoint, Excel, MS Access etc. Working knowledge of SPSS and mobile data collection tools like Kobo an added advantage.
- Excellent written and spoken English.
- Good communication and analytical skills.
- Good knowledge of project cycle management and development.
- Demonstrated ability to work under pressure and to deliver quality work that meets deadlines.
- Experience living and working in challenging settings and willingness to travel to remote locations when necessary.
- Independent, pro-active, capable of organizing his/her own work.

A 4 month fixed-term contract will be offered (on probationary basis) with possibility of extension. The compensation is based on FCA Salary System and depends on prior work experience.

Please apply by email sending your motivation letter and CV to Finn Church Aid – South Sudan [admin.ssuco@kua.fi](mailto:admin.ssuco@kua.fi) no later than **14<sup>th</sup> September 2017**.

**Note:** Please do not attach original documents to your application. Application documents will not be returned to applicants. ONLY shortlisted candidates will be contacted for interviews.

