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2024

## UNIDOR - SOUTH SUDAN

P.O. BOX 283 Juba Hai Tonypiny Kololo

TEL: +211 917088006|+211 927394926

P.O Box 48719-00100 GPO NAIROBI

+254 722304348

Email: ed@unidorss.org

### Job Advertisement

06<sup>th</sup> August 2024

<b>POSITION</b>	Project M&E Officer (1 position)
<b>JOB LOCATION</b>	Mayendit
<b>REPORT TO</b>	Project Coordinator/Manager
<b>DURATION</b>	<b>5 Months with possibility of extension</b>

#### **Organizational Background**

Universal Intervention and Development Organization (UNIDOR) is a South Sudanese national and Faith based Organization founded in 2004 and is legally registered by the Relief and Rehabilitation commission (RRC) with registration number 181. UNIDOR is a member of South Sudan NGOs forum, active member of different working clusters across the Country. UNIDOR operates in 4 states and over 11 counties in South Sudan with program portfolio covering health, nutrition, FSL, WASH, Education, General protection including GBV and Child Protection, Peace-Building and Conflict Resolution. UNIDOR continues to provide lifesaving humanitarian assistance to the vulnerable people of South Sudan with the aim of rebuilding lives and restore peace.

The M&E Officer is responsible for coordinating assessments, monitoring, evaluation, and learning activities for the ABP. The purpose of this position is to ensure quality of implementation of the ABP and timely reporting. The M&E Officer will receive, compile, and finalize reports from field staff within the designated county. The M&E Officer will be based in the field. H/She will lead M&E role including staff capacity building on M&E tools, ensure appropriate data collection, lead all assessment, monitoring and evaluation, including continuous data collection. The incumbent will conduct periodic project site visits to validate project outputs and support project teams. The M&E Officer will administratively report to Project Coordinator/Manager and technically to the RSRTF M&E Quality Specialist. The incumbent will be a member of the MEAL technical working group.

#### **Key Responsibilities**

1. Assist and/or lead baseline, assessments, surveys, and evaluations in the field location.
2. Clean and analyses raw data provided from needs assessments, baseline studies, and other data collection methodologies, producing quality results for reporting or presentation purposes;
3. Ensure accurate data, appropriate disaggregation, proper formats and high-quality report before submission.
4. Support the project Coordinator/Manager to compile, draft, and finalize project reports.
5. Participate in joint humanitarian working group meetings, and rapid field assessment
6. Liaise between field offices and the country office for reporting, ensuring all reporting deadlines are kept.
7. Train and support field staff to prepare activity plan, data collection, and report writing.
8. Document success stories, lessons for dissemination to stakeholders.

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"Building Communities"





9. Provide learning and advise on best practices concerning program quality, standards, and accountability to project participants.
10. Participate in regular joint site monitoring visits to collect and validate project data, engage with project participants and other stakeholders and document feedback.
11. Support establishing community feedback mechanism, review feedback and present to ARG meetings.
12. Support project manager/coordinator to organise ARG and compile ARG minutes and disseminate to relevant stakeholders.
13. In coordination with Project Coordinator/Manager prepare presentation for annual learning event and any other project reviews.
14. Train staff on appropriate use of data collection tools, both electronic and physical forms for assessments, surveys and evaluations.
15. Assist RSRTF M&E Specialist to roll out the program M&E system and tools at county level.
16. Maintain an active program database to provide for swift reporting, as delegated by the RSRTF M&E Specialist.
17. Coordinate with other partners, humanitarian agencies and stakeholders in the collection and sharing of information.

#### **Qualifications/Experience**

- Bachelor's/Diploma in M&E, Program Management, Development, Statistics, or related degree required.
- At least five years' experience in M&E role in a humanitarian response project, preferably in a multi-sectoral project.
- Experience in HDP nexus programming.
- Experience leading assessments in remote field locations.
- Experience in reporting for grants from public funding.

#### **SKILLS REQUIRED**

- Excellent skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication, with the ability to complete reports without a proofreader.
- Experience with electronic data collection and management systems (Open Data, iForm, etc.) and GIS mapping preferred;
- Demonstrated math skills for statistics related to sample size calculation and data analysis required.
- Able to work in remote field location in South Sudan.
- Ability to understand and work in different cultures.
- Arabic language skills.

#### **Conflict of interest**

Any candidate affiliated to, or openly supporting any political party opposed to the UNIDOR's core values, or whose previous position could engender safety issues for co-workers at UNIDOR, will be excluded from this selection process. The employee will be accountable for the responsibilities and the competencies, in accordance with the UNIDOR Human Resource guidelines.

Qualified candidates should submit their cover letters and updated CV with copies of academic documents to UNIDOR South Sudan head Office located at Kololo-America Embassy Road, Juba Nabari after Catholic university. through email E-mail to [recruitment@unidorss.org](mailto:recruitment@unidorss.org) not later than Friday **23<sup>th</sup> August 2024**. *For this position, eligible and suitable qualified female candidates are encouraged to apply*

