

HEALTHCARE FOUNDATION ORGANISATION

Tel: +211 928 033 544 | +211 928 880 684



Our Ref:

JOB VACANCY ANNOUNCEMENT
VA/HFO/CERF/001/2022

Date:

Healthcare Foundation Organization (HFO) is seeking for a qualified person for the position of M&E Officer based in Fangak and Leer Counties of Jonglei and Unity States respectively.

BACKGROUND

About Healthcare Foundation Organization (HFO) was founded 2015 in the South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak and Canal/Pigi Counties), Unity State, Rubkona, Guit and Leer Counties) and Bahr El Ghazel Region (Northern Bahr El Ghazel, Awiel East County) & Warrap State, Twic East and Gogrial East Counties). Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation and Hygiene. We work in above States to support over 300,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organization, initiatives and regions. HFO would like to implement an anticipated it's Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

Our Vision

HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance.

Our Mission

HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

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A. JOB DESCRIPTIONS

Date:

Job title:	M&E Officers (2 positions)
Department:	Health & Nutrition Department
Directly responsible to:	Health & Nutrition Manager
Hours:	40 hours per week
Duty station:	1. Unity State (Leer County) 2. Jonglei State (Fangak County)
Contract number:	Relocatable staff
Opening date	June 14 th 2022
Closing date	July 1 st 2022
Starting date	ASAP

1) To ensure compliance with HFO programme and project management requirements including Result Management System (RMS), donor agreement management system (DAMS):

- ✓ Support HFO's Programme team on results-based management (RBM) and M&E based programme/project formulation including the Strategic Note developing, annual work planning and reporting exercises in line with HFO requirements;
- ✓ Ensure compliance of the programme/project set up in the corporate systems such as RMS and DAMS, and provide accurate and timely information into the systems as required.

2) Conduct effective monitoring and reporting of HFO's programme and related projects:

- ✓ Facilitate and contribute to develop monitoring indicators, monitoring calendars, and field monitoring plans;
- ✓ Monitor HFO's programme including annual and quarterly reports, and overall financial status of the HFO's programming;
- ✓ Undertake regular facilities visits to ensure compliance and timely execution of the planned project activities;





- Our Ref: Provide support to the partners on monitoring of results and planning processes as required;
- ✓ Provide technical advice and support to the Programme staff at the design stage of programmes/projects;
 - ✓ Provide support on developing and monitoring the key programme cycle documents;
 - ✓ Ensure all donor reports are timely submitted and meet the donors' requirements.

3) Ensure implementation and management of HFO's evaluation policies, strategies and processes:

- ✓ Plan and manage HFO thematic, country programme/project evaluations and other types of evaluations;
- ✓ Keep track of all planned activities in the monitoring, evaluation and research plan (MERP);
- ✓ Follow up on the implementation of evaluation recommendations to ensure the optimal use of evaluations.

4) Key Performance Indicators:

- ✓ Timely and quality technical support to the programme team and partners in line with work plan;
- ✓ Quality and timely development and review of systems for tracking/monitoring;
- ✓ Timely submission of quality and accurate reports;
- ✓ Quality support to Evaluation processes, including timely coordination of mission.

B. COMPETENCIES

1) Core Values:

- ✓ Respect for Diversity
- ✓ Integrity



Our Ref: Professionalism

Date:

2) Core Competencies:

- ✓ Awareness and Sensitivity Regarding Gender Issues
- ✓ Accountability
- ✓ Creative Problem Solving
- ✓ Effective Communication
- ✓ Inclusive Collaboration
- ✓ Stakeholder Engagement
- ✓ Leading by Example



3) Functional Competencies:

- ✓ Good knowledge of programme formulation and implementation and Results-Based Management;
- ✓ Good knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting
- ✓ Ability to synthesize program performance data and produce analytical reports;
- ✓ Good analytical and report writing skills;
- ✓ Knowledge of reporting tools.

C. REQUIRED SKILLS AND EXPERIENCE

1) Education and certification:

- ✓ Bachelor's degree (or equivalent) in Social Science, statistics Studies or related areas;
- ✓ A diploma in combination with four additional years of qualifying experience **may be accepted** in lieu of first university degree.

2) Experience:

- ✓ At least 2 years of progressively responsible experience in monitoring and reporting of humanitarian and development projects/programme related;
- ✓ Experience in NGO monitoring and evaluation systems;



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3) Language Requirements:

- ✓ Fluency in English;
- ✓ Knowledge of Arabic is an asset.



D. HFO STATEMENT ON PSEA AND PROTECION

- HFO staff must adhere to the values and principles outlined in HFO Code of Conduct and Ethics, HR Policy, Prevention from Sexual Exploitation and Abuse policy, GBV and Child Safeguarding Policies.
- In accordance with these values, the HFO operates and enforces policies on Beneficiary, partners and services to protect the Vulnerable group from being exploited and to ensure the environment is free from harassment and.

E. HOW TO APPLY: (Read the instruction carefully before applying)

- ✓ Applications should be address to Human Resource & Administration Manager by quoting the vacancy number not later than **July 1st, 2022 @ 5.00 PM.** Applications received after this date will not be considered.
- ✓ Due to limited of internet space, **HAND DELIVERY** of Applications is allowed on a condition that you find your own way of getting the office.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off Catholic University of South Sudan or Near to UNIDOR Office
- ✓ Due to urgency of these positions, applicants **WILL BE** selected on the rolling basis and before the dateline.
- ✓ Qualified female applicants are particularly encouraged to apply!

HFO Employment statement: *Healthcare Foundation Organization (HFO) 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.*

@HFO HR & Administration department 2022

Email: healthcarefoundation.org@gmail.com

To improve and advance the "Quality of Healthcare" in South Sudan and its regions

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