



Initiative for Peace Communication Association

Building Peace through peaceful communication



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APPROVED
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Job Advertisement

Job Title: Monitoring and Evaluation Officer (1)
Duration: Three (3) months (renewable)
Direct supervisor: Programme Manager
Job location: Juba
Starting date: ASAP
Closing date: 21st October 2021

Salary: According to IPCA salary scale and depending on applicants' work experience and qualifications. Contract duration is three months (3) probation period; renewable depending on performance review outcome

Initiative for Peace Communication Association (IPCA) was established in 2010. It is one of the largest and fast growing indigenous humanitarian, peace and development organizations in South Sudan. IPCA thematic areas are Women Empowerment and Protection, Peace-Building and Conflict Mitigation, Access to Justice and Rule of Law, Child Protection and Education, Food Security and Livelihood and Water and Sanitation Hygiene (WASH). IPCA operates in Six states of South Sudan namely Central Equatoria, western Equatoria, Jonglei, Western Bahr el Ghazal, Lakes, and Eastern Equatoria States. IPCA is working in partnership with local and international organizations.

Purpose of the Position/summary

The Monitoring and Evaluation Officer will be responsible for planning and implementing the M&E needs and assessment of the projects' Outputs, outcomes and impacts as aligned to the vision, mission of the organization (IPCA). He/ she will work closely with the programme team, Programme Coordinator, Pro-bono lawyers and the senior management

team to ensure that the objectives of the project are successfully achieved. He/she will be expected to conduct regular field visits for continuous monitoring of project activities to provide succinct and accurate reports based on a suitable monitoring tool developed.

Roles and responsibilities

The Monitoring and Evaluation Officer will perform the following duties and responsibilities:

- Conduct needs assessment for organization's needed updated on the ground information to facilitate programme development and intervention
- Identify areas of problems in the implementation process of the project, develop and strengthen monitoring, inspection and evaluation procedures;
- Monitor all project activities, timelines against indicators and progress towards achieving the project outputs;
- Attend planning meetings with programme team and other implementing/collaborating partners;
- Develop or improve relevant project monitoring and evaluation tools including appropriate logical framework developed for regular project monitoring and evaluation;
- Regularly monitor and measure sustainability of the project's results;
- Provide feedback to the Project Manager/s on project implementation strategies and activities;
- Suggest appropriate 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;
- Conduct capacity assessment on existing monitoring and evaluation system; develop indicators and a monitoring strategy for the project;
- Assist the Project Manager in preparing relevant reports and providing needed M&E information;
- Assist Project Managers in the preparation of reports on the findings and lessons learned from project innovations;
- Liaise with field officers, community leaders, partners and other stakeholders in monitoring and evaluation of existing projects and strengthen local partners capacity in project monitoring and evaluation;
- Regularly collect and analyze data to track progress and provide recommendation for the ongoing project improvement;
- Responsible for M&E reporting and other related project implementation tasks;
- Perform any other official duties assigned to you by the line manager.



Requirements

Education:

- A minimum of a Diploma in Monitoring and Evaluation with at least 3 years of work experience in Monitoring and Evaluation work/assignment

Knowledge and experience:

Knowledge of computer application preferably (MS word, excel PowerPoint etc.)

Other Valued criteria:

- Strong ability in assessment of the projects' Outputs, outcomes and impacts of multiple projects
- Ability and willingness to work in every IPCA's field locations.
- Strong problem solving and communication skills
- A demonstrated ability to Multi - task, prioritize and process information in to action.
- Fluency in English (Oral and written). Knowledge of local Arabic language is an additional advantage.

The applicant must be a South Sudanese national

HOW TO APPLY

Interested applicants should submit their applications, updated Curriculum Vitae (CV), copies of academic documents, national ID and submit to HR/Admin Department of IPCA main office or through our email address: ipcarecruitment@gmail.com. The office is located in Munuki Block B, 200 meters from Munuki Suk Libya, behind FORTIS Pharmacy. Only candidates who meet the requirements for the above mentioned position will be short-listed and invited for interview. Please do not apply through both email and hand delivery, your application will not be considered and any application received after the closing date will not be considered.

Note: HR department will continue to screen application as daily received due to urgent of the position.

