**Position:**  Site Monitoring Assistant

**Location:** Juba

**Reports to:** Senior M&E Officer

Date of announcement 2nd-July 2019

Deadline 23rd-August 2019

**Who we are**

We’re Population Services International (PSI), the world’s leading non-profit social marketing organization. In South Sudan, we work together with other partners under the supervision of the Ministry of Health to improve the lives of the people.

PSI began operations in South Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behaviour change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program. Currently PSI plays a critical role in fund management and supporting procurement and supply chain for malaria commodities. We work closely with the Ministry and implementing partners to deliver essential malaria services across the country

Our team is looking for you to join our diverse group of professionals with wide ranging backgrounds. Regardless of our background, we bring a common passion and commitment to go beyond the call of duty to serve the people of South Sudan

**Join us!**

Join our experienced, dynamic & diverse team of local and international staffers united with our common goal to serve the youngest nation in Africa.

In South Sudan PSI is the prime recipient for Global Fund and DFID grants. We manage our program through partners (other NGOs) who help us administer the program in South Sudan. You will play an integral part in the Program Management to provide oversight and work closely with our partners and stakeholders, including the MOH.

We are looking for a dynamic person who has a keen interest in M&E and wants to learn about this important part of program management. We pride ourselves in providing outstanding service to our internal and external partners, so an outgoing personality, strong collaborative spirit and dedication to team work is what we want.

You will be required to travel to implementation sites around the country for the purpose of monitoring the project activities.

**Summary**

PSI is offering an exciting opportunity to a motivated and energetic person to provide key support to the GF Malaria programme. The Site Monitoring Assistant will support the Monitoring and Evaluation team in PSI to make site visits to implementing partners, recording and reporting against an agreed verification checklist. You will be able to feedback to partners what you have seen against an agreed set of standards.

To achieve your objectives you will receive necessary training and you will report to your line manager at least monthly and you will meet with that manager to set targets and objectives, at least monthly. You will have the backup of a team of experienced technical colleagues in areas such as health, logistics, admin and finance.

You will need to be sensitive to the cultural and political context of your work and thus a mature approach to the job will be expected.

**General roles and responsibilities**

**Monitoring**

* To visit site locations as per your agreed monthly trip plan
* To fill out monitoring checklists at the sites you visit
* To file and compile these checklists into a digital form
* To submit monthly activity reports to your line manager
* To read, learn and understand the national malaria control policy
* To know and understand PSI standard processes for drug storage, and record keeping
* Provide necessary on the spot reminders of national standards and tools.
* To advise partners on the meaning and reasoning of these standards if required leaving behind copies of the necessary tools when required
* To actively participate in joint team planning to accomplish targets feeding back your findings from site monitoring trips
* Collaboration with County Health Staff, as needed; e.g. trainings, meetings, campaigns,
* Actively participate in the delivery of strong health messaging using a behaviour change approach. This will include mass awareness campaigns for World Malaria day, or bed net distribution campaigns.

**Coordination and Collaboration**

* Participate in regular staff meetings, workshops, trainings etc.
* Work as a positive team member and contribute to objectives of PSI
* To support and engage in the mass distribution of bed nets as required monitoring the activity, and recording your observations

**General**

* To make a brief monthly report on achievements and submit a plan for next month’s activities to your line manager
* To write a work plan, supported by Line manager, for probation period and then every 6 months
* Although PSI operates normal office hours you will be expected to manage your time in order to complete the task in hand
* Due to the nature of the tasks to be performed, confidentiality is a requirement
* To complete a staff performance appraisal after probation period and every June and December thereafter.
* To perform other duties may be necessary and assigned from time to time.

**PERSON SPECIFICATIONS**

The successful candidate will be an analytical thinker, and want to make decisions. You need to be a problem solver with excellent organisation, communication, and interpersonal skills; a hands-on person capable of working in large teams, and willing to learn.

**Essential**

* High school qualifications
* 3-5 years of work experience
* Fluent in English
* Flexible and motivated
* Strong interpersonal skills and the ability to work professionally with persons at all Levels including department and sections heads.
* South Sudan national
* Demonstrated experience in data management
* Team player
* Literacy in basic office tools – XL, email, Word

**Desired**

* A higher level Diploma or certificate in a subject related to data management, M&E, Administration, Business Administration
* Able to demonstrable relevant past experiences
* NGO experience
* Global Fund experience especially GF procurement and distribution procedures
* International donor grant experience
* At least 3 ’ experience in Data Management
* Professional training in CIPS

**Key Competencies**

* **Results focused:** Move focus from analysis to action; show persistence to overcome obstacles; take immediate action to solve problems; ensure follow through
* **Develop others:** give people challenging assignments to develop their capabilities; provide timely coaching, instruction and feedback, create an environment where failure is seen as an opportunity to learn
* **Drive Change & Innovation:** act with urgency for continuous improvement and with a bias towards action; promote development of breakthrough solutions; embrace and advocate innovations that improve results.
* **Customer Service Orientation:** see PSI South Sudan from the client point of view; keep client needs paramount when making decisions and taking action; think beyond current client base; understand the forces that impact PSI, those we serve and those we could serve in the future. The successful candidate will be a creative and innovative thinker and will have excellent communication, analytical and organizational skills; interpersonal and cross-cultural skills; a proven ability to produce results in difficult circumstances; and the ability to work efficiently and quickly under pressure both independently and as a team member

Interested candidates may apply via e-mail: [jobs@psi-southsudan.org](mailto:jobs@psi-southsudan.org) or you can drop hard copy of their CV, cover letter and list of referees to Reception’s Desk at PSI South Sudan Juba Office reception @UAP Equatoria Tower 2nd-Floor Wing A.

*PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.*