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Approved by labour officer
Ministry of labour and
industrial education



JOB ADVERTISEMENT

M & E SUPERVISOR

Duty station: **Juba Base (With Frequent travel to the EPR Field locations)**

Number of positions: One (1)

Date Issued: **27/08/2020**

Category: **National Staff Posting**

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For 40 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

I. Goal/purpose:

- Under the direct supervision of the Program Coordinator (PC), the M&E Supervisor is in charge of the monitoring of the activités' implémentation.
- He/she collects data and provides evidences of the program's progress and achievements. He/she collects data and provides evidences of the program's progress and achievements.

II. Responsibilities and Tasks:

Monitoring and evaluation (M&E)

- Under the responsibility of the PM, participate in the logistics and administrative organization, planning and preparation of M&E missions:
- Contribute to the creation of monitoring tools and to the preparation of database frames based on questionnaires.
- Support the PM in centralizing and organizing data collection for activities and outputs as defined in the M&E plan.
- Collect monitoring data using SI tools
- Contribute to data collection at field level (overseeing surveys etc.) and make sure that all available aspects are covered.
- Ensure that all data is entered on time and check their consistency and quality. Contribute to maintain the database following a standard format allowing aggregation of data to produce routine or periodic monitoring reports.
- Identify potential negative impacts of the activities.
- Monitor that crosscutting aspects like gender and "do no harm" are taken into account in the activities.
- Formulate preliminary recommendations on how to improve the activities.
- Monitor humanitarian situation.
- With the support of the PM, prepare and implement trainings on monitoring tools to field officers.
- Assist in external M&E mission.



- Ensure that contractual soft & hard data about programs is easily available upon request.
- Apply the security procedures in the context of monitoring & evaluation missions.

Reporting / communication

- Draft M&E reports and provide project updates and recommendations as necessary.
- Participate in seminars and training workshops which may be useful to the accomplishment of monitoring & evaluation activities and the attainment of the project's objectives and in restitution workshops.
- Keep monitoring tools and files archived and secured
- Update regularly the monitoring & evaluation tools & methodology considering the donors indicators, gender, disable persons, protection & « Do No Harm » approaches
- Make regular reports to the team lead on the evolution of activities and specific tasks confided to him/her, problems encountered, and the quality of relations with beneficiaries
- Bring to light any difficulty linked to his or her activities, to the programs of Solidarités or security concerns

HR Management

- Take part in recruitment of the monitoring team (enumerators / DW) when needed
- Train and build the capacity of the team (enumerators /DW)
- Supervise the monitoring team (enumerators / DW)

III. Preferred Skills

- A minimum of Diploma in Monitoring and Evaluation.
- Solid Experience in a similar position for at least 1-2 years
- Autonomous, organizational capacity and thorough approach to work.
- Advance skills in IT programs (word, Excel and power point presentation
- Organization/able to priorities tasks.
- Quality, Honesty, dynamic and take initiatives.

Line manager: Program Coordinator.

Contract: fixed-term contract of 6 months' subject to fundings.

Working hours: From Monday to Friday 8:30-17:30. As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** at Hai Cinema, Juba.

You Can as well send your Application on the below emails,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 15/09/2020. Due to the Emergency nature of the position, Applications will be checked on daily Basis. Any Application sent after this date will not be considered.

Women with the required skills are highly encouraged to Apply.

