



## VACANCY ANNOUNCEMENT

**Job Title:** M&E Officer  
**Number of Post** One (1)  
**Band /Level /Grade:** 8B  
**Department:** Environmental Health  
**Location:** Ajuong Thok  
**Overtime Eligible:** N/A  
**Contract Status** Fixed Regular  
**Date of Issue:** Monday, 29<sup>th</sup> August 2022



### **Background/IRC Summary:**

The International Rescue Committee as one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 Countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9<sup>th</sup> July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazal, Lakes, Unity, and Central Equatoria States. IRC South Sudan program is currently seeking qualified candidates to fill the above vacant position.

### **Job Summary:**

The Monitoring and Evaluation Officer is responsible for the collection, analysis & evaluation of health data including reporting quantitative and qualitative M&E data. The Officer will be responsible for documentation of learning and using data for evidence-based decision making to inform program direction for the Environmental Health Program.

### **Major Responsibilities/Duties:**

The major responsibilities and duties of the M&E Officer includes the following:

1. Conduct regular data collection, data analysis and data reporting for Environmental program using the agreed monitoring and reporting systems (tools) on weekly and monthly basis.
2. Conduct regular data verification exercises (including data quality audit) on regular basis to ensure the quality of data collection, reporting and for improved monitoring & evaluation system.
3. Regularly update program indicator tracking template and generate monthly and/or quarterly performance indicator analysis, including conducting presentations and information sharing with Environmental Health team, and advice program staff and partners on status and efficiency of program implementation, and any remedial action required to enhance and improve programme delivery.
4. Support Environmental Health section to conduct any other M&E activities as needed and coordinate with relevant actors to enhance overall M&E and utilization of results.
5. Work with Environmental Health Program Manager in the development of project monitoring tools as may be required and oversee the review of project level M&E plan and associated work plans for each component/activity (as reflected in the results framework).
6. Regularly conduct the continuous quality improvement activities, client responsiveness activity, supportive supervision, field level capacity building activities including training and coaching to health facility and program staff focusing on M&E aspects.
7. Document any good practices developed as part of the implementation of the Environmental Health projects.
8. Maintain the monitoring of all Environmental Health program materials inventory including drugs, supplies, and items through data management and reporting in collaboration with logistics/supply chain team or any other relevant personnel as assigned to.





9. Maintain organized filing system (softcopy and hardcopy) of monthly and quarterly reports, training records, program documentation and supplies, educational material, and photographs.
10. Attend and participate in conferences and other meetings as required or directed by the Environmental Health manager or your immediate supervisor.
11. Participate in emergency response activities during disease outbreaks as required.
12. The M&E Officer will occasionally take on duties over and beyond those listed above as may be assigned by his/her immediate supervisor.



### **Key Working Relationships**

**Reports to:** Environmental Health Manager/ Senior M&E Manager

**Directly supervises:** N/A.

**Internal/External contacts:** Water Supply Officer, Sanitation Officer, Sanitation Promoters, and Water Point Supervisors, Finance department, Supply Chain, HR department, other programs within IRC, UNHCR and other implementing partners.

### **Job Qualifications, Skills, and Experience:**

**Education:** Degree/Diploma in M&E, statistics, economics, IT, computer science and any other related course. Relevant training attended in monitoring and evaluation is desirable.

**Work Experience:** At least 2-3 years working experience in relevant position in relation to this job. Three years' monitoring and evaluation experience in complex humanitarian set up implementing ENVIRONMENTAL HEALTH and/or WASH program.

**Demonstrated Skills and Competencies:** Strong donor reporting standards and requirements experiences, UNHCR and BPRM is required. Strong reporting skills (managing, motivating, and developing staff). Strong communication skills; oral; written and presentation skills. Excellent data analysis and interpretation skills. Knowledge of statistical software like SPSS, EPI-Info, and others like CommCare and Power-Bi is added advantage. Ability to work with displaced communities with diverse cultural and ethnic backgrounds. Computer literacy with possible advanced word processing, spreadsheet, and relevant health software skills.

**Language Skills:** Fluency in English required. Good working knowledge in Arabic would be an added advantage.

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding policy:** The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.





**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

**How to Apply:** Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID and day time telephone contact** address it to the **Human resources Department, IRC South Sudan** and you can delivered your Application to **IRC Head office in Juba Goshen House, or field office in Jamjang**, or you can e-mail your applications to [SS-HR@rescue.org](mailto:SS-HR@rescue.org). Deadline for submission **Thursday 15<sup>th</sup> September 2022 before 5:00PM Central African Time.**

**NOTE:** Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

**PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email).**

**'WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

— Reviewed by RRE Office —



# Approved by Labour,  
Public Service S(HRD)  
Office.

