

ADVERTISEMENT-VACANCY ANNOUNCEMENT



POSITION TITLE: Nutrition M&E Officer

LOCATION: 50% Field & 50% Country Office

REPORT TO: Program Manager

Closing Date: 28th February 2020

Across is a faith based international non-governmental organisation and seeks to a recruit committed Christian, passionate about his/her work and willing to demonstrate his/her faith at the work place.

JOB OVERVIEW:

The incumbent will be responsible for the nutrition monitoring and evaluation activities for the Sudan Sudan programme. The position is based at our office with regular travel throughout the country.

JOB PURPOSE:

Providing expertise in M&E planning and methodology.

Monitoring and evaluation activities.

Analysis and reporting.

Evaluations or special studies.

Knowledge management.

SCOPE OF ROLE:

Program/project design and learnig

- Participating in and providing support to project design activities including development of project theories of change and strategic frameworks (results frameworks, log frames).
- Establish and maintain project level information management system
- Helping determine performance and impact indicators and targets
- Design and constantly updates project M&E plans, impact measurement tools and systems
- Develop and test project monitoring tools
- Organise on going sector level quarterly review, reflective practice, evaluation and progress monitoring events by involving communities and local partners
- Design approaches to timely collect field level information required by donors and/or stakeholders

- Proactively ensure networking and sharing of lessons from the central program with strategic partners and other stakeholders
- Ensure that learning from previous projects is incorporated into project design where applicable

Monitoring and Evaluation

- Ensures the timely execution of projects monitoring and evaluation measures (baseline survey, midterm evaluation, data quality audit and field supervision)
- Track project performance against work plans
- Timely update of M&E plan and provide feedback to program staff on implementation status and quality
- Conducting or providing support to data quality assessments (conduct regular data verification exercises to ensure quality data collection and reporting compared to the recommended sphere standards)
- Assist with monthly and/or quarterly performance indicator analysis, including generation of reports as well as presentations to staff on on – going performance
- Provide M&E inputs for reports written during project implementation
- Supporting or leading evaluation teams
- Take part in project evaluations and surveys such as SQUEEC, SMART, SENS and KAP surveys
- Provide technical assistant to staff and partner organization/ CHD on information management system, proper data collection and record keeping
- Provide consistent supportive supervision to strengthen staff performance as necessary to meet monitoring objectives
- Documents findings from data quality audits and store in project files to ensure collective and sustainable issues
- Verify entered data for completeness, correctness, and consistency and follow up on any data quality issues
- Occasionally participate or takes lead in project related forums
- Actively participate in and contribute to M&E team activities, system assessments, development and implementation of new systems and/ or tools aimed at strengthening overall M&E practices
- Contributing to institutional learning processes by tracking best practices in monitoring and evaluation

Information management and reporting

- Establish and maintain project information management system
- Compile and systematically file regular project monitoring reports (weekly, monthly, quarterly, annual) including lessons learned



- Ensure accountability mechanisms is established and implement by the project staff
- Cleaning, sorting, categorizing and organizing data
- Analyzing quantitative and / or qualitative data and summarizing findings
- Disseminating evaluation finding and project results to donors and other stakeholder

Capacity building and supervision

- Training field field staff in monitoring and evaluation processes and providing on going coaching
- Assist nutrition sector staff in adopting/designing, monitoring and reporting tools as well as ensuring the establishment of database management system
- Organize orientation for front line staff, partners' staff and volunteers on the monitoring tools and train them on how to use data for decision making
- Assist field staff in completing performance management activities including, performance planning, monitoring and annual performance appraisals
- Perform other task related duties assigned/ proposed by the supervisor

QUALIFICATIONS

- Degree/diploma in statistics, computer science/IT/ or any related field
- Familiarity with health/ nutrition sector
- Superb skills in computer (Microsoft excel, power points, access and word)
- Has good understanding of log frame analysis and M&E plan
- Familiarity with statistical soft wares (NIS, ENA, EPI, info and SPSS)
- Staring data collection, analysis, and report writing skills
- Effective organizational skills, high drive for results and commitment
- Can take imitative in solving problems analytically
- Effective communication skills in relation to technical issues
- Experience in conducting nutrition assessment
- Ability to work independently under minimum supervision/ support
- Good verbal communication skills in local language/s and working knowledge of English
- Not less than two year working experience in monitoring and evaluation
- A team player, good interpersonal and intercultural skills
- Very good inter – sectoral coordination skills

SKILL AND COMPETENCES

- Sound knowledge of south Sudan education processes and procedures
- Self – motivated and ability to motivate others
- Good report writing skill and organize in data management
- Excellent interpersonal skills
- Variety of computer knowledge and skills
- Ability to manage a team and work as a team player



- Sound communication skills both written and verbal skills

How to apply:

Interested candidates to submit their updated CV, covering letter and written Christian testimony by email to recruitment@across-ssd.org or by hand to ACROSS Office Juba – South Sudan. Kindly quote the position title clearly.

Kindly note the following:

- Only shortlisted candidates will be contacted
- Attach copies of all documents required (Academic, personal, CV, application & Christian testimony). Any application without these attachments will not be considered.
- This Vacancy is open to South Sudanese nationals only and persons with the knowledge of the local text will be given preference.
- Applications once received are NOT Returnable

