



tearfund

POSITION: M&E Programme Manager

LOCATION: Juba

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **M&E Programme Manager** to be based in **Juba with frequent travels to field sites within South Sudan.**

1. JOB OVERVIEW

The Monitoring and Evaluation Programme Manager is responsible for supporting monitoring and evaluation development and implementation across the South Sudan Programme, with a specific focus on implementation of recovery programs. They will lead in the development and implementation of an overall MEAL strategy for the Country Programme, as well as specific project MEAL plans and indicator trackers, working closely with the relevant in Area Coordinators and field project leads. In supporting and leading monitoring and evaluation, the M&E Programme Manager will ensure that effective project M&E systems are in place and promotes a continuous learning process that ensures the Programme remains responsive and agile. The M&E Manager will work collaboratively with the Area Coordinators and Program Director to ensure that Tearfund's work is meeting our Quality Standards, and will support capacity building of staff for quality project delivery.

2. POSITION IN THE ORGANIZATION

- Grade: A5
- Reports to Program Director
- Technical line management of M&E officers
- Closely coordinates with:
 - Program team and M&E colleagues
 - Sector Advisors and Sector Programme Managers
 - Area Coordinators
 - Support project implementation on the ground

3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following



ways:

- To model godly leadership in all aspects of character and conduct.
- To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
- To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
- To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
- To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

▪ KEY RESPONSIBILITIES

4.1. PROGRAMMES

- To develop project monitoring and evaluation systems and processes (M&E) for the portfolio of emergency/recovery projects.
- To develop and implement M&E systems and tools operations projects and support partners implementing projects to use these tools and systems effectively.
- In coordination with the Program Director and Programme Development Coordinator, support and advice project staff on new needs assessments, baseline data, project design (in line with Tearfund Global and Country Programme Strategy Objectives), Project monitoring (including Post Distribution Monitoring for Cash responses) and implementation and evaluation.
- Support project staff in developing SMART objectives, and appropriate indicators during the project design stage and ensure that learning from previous and ongoing projects feeds into the planning for new projects.
- Provide technical oversight in the design of, and participate in, project evaluations whenever necessary and support, in analysing and communicating results
- Monitor the implementation of recommendations and actions points arising from evaluations and learning reviews.
- Identify gaps and weaknesses in existing project MEAL systems and processes, especially in the area of accountability, data management, and knowledge management and learning processes and work with partners and country office staff to address these.
- Where needed mentor partner staff implementing projects on monitoring techniques.
- Undertake regular field visits to project sites to monitor and support M&E activities as needed.
- Support the coordination of internal and external progress reports. Ensure that these reports are disseminated to the relevant team members and that they are coherent and in line with expected standards.
- Support staff and partner's documentation of case studies and the collection of impact stories for donor reports and external communications.
- To support the project implementation teams, partner staff and country office staff to develop skills in the use of mobile technologies for data collection and analysis.

4.2. INSTITUTIONAL LEARNING

- To institutionalise and participate in regular programme reviews and planning systems at regional and country level.
- To promote cross learning between country teams and partners implementing projects in the region.
- Communicate widely within Tearfund and externally the learning generated by the MEAL processes used for the appeal projects.

4.3. CORPORATE POLICIES & PROCEDURES

- Promote and adhere to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.



- Contribute towards the induction of project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies, programme objectives, and their individual responsibilities in upholding these standards and policies.

PERSON SPECIFICATION – M&E Programme Manager

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ● Degree or equivalent qualification in M&E, Development Studies, international relations, or other relevant Social Sciences 	<ul style="list-style-type: none"> ● Associated Technical qualification (e.g. electronics) ● Further qualification in humanitarian logistics
EXPERIENCE	<ul style="list-style-type: none"> ● International NGO field experience in a similar position: programme support, development, fundraising or M&E. ● Proven experience in setting up monitoring and evaluation systems, and organisation development in M&E ● Demonstrated experience in using qualitative and quantitative approaches for data collection and analysis ● Proven experience in Knowledge Management and Institutional Learning initiatives. ● Experience in Project Cycle Management (including theory of change and log frame development). ● Experience in capacity building/ training of staff and partners in MEAL frameworks. ● Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. ● Experience gathering visual material for communications ● Experience in strategic planning. 	<ul style="list-style-type: none"> ● Proven experience in Monitoring and evaluation in insecure and remote environments. ● Experience in project implementation. ● Working to SPHERE Standards and CHS. ● Experience in designing livelihoods, peacebuilding and recovery projects
SKILLS/ABILITIES	<ul style="list-style-type: none"> ● Excellent English language, written and verbal communication skills ● Excellent organisational and administrative capacity ● Intermediate Microsoft Word, Excel, PowerPoint and Outlook skills ● Excellent digital data gathering and analysis experience and skill (with a tool such as KOBO, ODK) ● Proven ability to be flexible in demanding situations. ● Problem solving skills ● Ability to learn quickly ● Negotiation and representation skills ● Strong interpersonal and team skills 	<ul style="list-style-type: none"> ● Photography and Videography skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> ● Committed Christian 	<ul style="list-style-type: none"> ● Photography and Videography skills



	<ul style="list-style-type: none"> ● Emotionally and spiritually mature. ● Team player – practical, desire to support the field teams. ● Understanding and sensitivity to cross cultural issues. ● Flexible and adaptable to ever changing environments. ● Ability to remain calm under pressure. ● Diplomatic and determined. ● Willingness to travel and live in basic conditions. ● An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement. 	
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How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office near Juba Teaching Hospital- detailing your experience for the post and include your daytime telephone contact southsudan-recruitment@tearfund.org The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **21st April 2020 at 5:00pm.**

NB:

- **Female candidates are strongly encouraged to apply**
- **Only short-listed applicants will be contacted for interviews**
- **Applications once received are not returnable**
- **Contract period for this position will be 12 months and can be extended subject to available programme funding.**

