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Approved by Labour
17/10/2019
17 OCT 2019
MINISTRY OF PUBLIC SERVICE
HUMAN RESOURCE DEVELOPMENT

STAND / FOR THE VULNERABLE™

World Relief South Sudan
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Vacancy Announcement

Job Title: Monitoring and Evaluation (M&E) Officer

Work Location: Juba and Ibba/Maridi, with frequent field travel

Reports to: Country Program Manager

Implemented by World Relief in Haiti, Kenya, Malawi and South Sudan, the USAID funded SCOPE project seeks to use and improve existing private and public health systems, working with health service providers to co-train community health actors and strengthen policies to improve access to services. SCOPE increases demand for services by training mothers and caretakers on preventative health measures and health seeking behavior change. SCOPE provides this training through some of the most trusted voices in the community: religious leaders and neighbors and will improve advocacy efforts at various levels of the Ministry of Health through strong local partners -- churches, religious networks, and Christian Health Associations. These local partners are essential for SCOPE's collaboration, learning, and long-term sustainability.

POSITION SUMMARY:

The SCOPE M&E Officer is responsible for the implementation of in country monitoring and evaluation activities. She/he utilizes the Collaboration, Learning and Adaptation Approach to continually assess project progress and facilitate adaptive learning and data-driven decision making, participates in the development and implementation of M&E strategy and tools. She/he ensures quality and timeliness of monitoring and evaluation data in alignment with MEL plan, and liaises with external stakeholders to ensure effective engagement around M&E. Trains and supports staff in the M&E function.

ESSENTIAL FUNCTIONS:

Oversight of M&E Function

- Oversees all aspects of in country M&E function with input from SCOPE Project M&E Technical Advisor
- Facilitates ongoing reflection meetings to promote "Pause & Reflect" and learn from monitoring and evaluation data
- Presents data to internal and external stakeholders to share lessons learned
- Participate in quarterly meetings with global project team to assess and learn from global trends

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M&E strategy and tools design and implementation

- Participate in MEL planning and design process
- Contribute to Community of Practice with global project team
- Develop and test Open Data Kit tools
- Securely manage project database and records

Oversight of quality and timeliness

- Prepare quarterly reports that meet donor requirements
- Perform regular data quality assessments
- Submit accurate data in organizational metrics portal
- Disaggregate data by age, sex and disability

Relationships with local stakeholders

- Provide support to performance evaluation process in collaboration with USAID Mission, global leadership team, and the external evaluation team
- Work with global leadership team and external consultant to ensure effective evaluation
- Facilitate joint monitoring with MOH and/or USAID Mission
- Solicit and incorporate feedback from stakeholders on project progress according to monitoring and evaluation data
- Prepare and present findings at learning summits and conferences

Support capacity building for project staff

- Train and supervise enumerators and staff in data collection
- Train key staff in M&E plan, system, and data collection methodology
- Work with project staff to promote data visualization and data-driven decisions at the community level
- Collaborate with project manager and staff to ensure data informs project management and decision-making.

EXPERIENCE AND REQUIREMENTS:

Education and Experience:

- Bachelors or Master's degree in statistics, demographics, public policy, international development, public health, or a related field. Master's degree or Bachelor plus an advanced certificate in M&E or statistics preferred.
- Excellent written and oral English skills required.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- 5 years of professional experience in a senior M&E position responsible for implementing M&E activities of an international development project. Experience with USAID or another publicly funded project preferred.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans and tools.



- Knowledge and experience with qualitative and quantitative data collection and analysis
- Experience in planning and managing surveys.
- Experience developing and refining data collection tools, including using Open Data Kit for mobile data collection
- Experience with data quality assessments and oversight.
- Experience managing and providing ongoing training to field staff on M&E.
- Experience liaising with external stakeholders
- Skills in the local language.

Personal Skills:

- Commitment to World Relief's values.
- Willingness to travel locally (including in fragile environments) and internationally annually.

APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents)
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any **one** of the following ways:

- Submission to the World Relief Juba Office (tender box), or
- Online submission by email to WRSSRecruitment@wr.org including the job title in the subject line of the email.

Applications must be received by **11th November, 2019 at 5:00PM**. Only shortlisted candidates will be contacted.

