



501/1/3
Approved
MOL
21/2
2025

Job Title	M&E Officer
Job Location	Kapoeta East
Reports to:	Project Manager
Posting Date	21 st Feb 2025
Closing Date	11 th March 2025
Type of the advert	Internal and External Job Advertisement

General Description of the Programme:

OPRD is non-profit, non – political and non – governmental organization that was founded in the year 2010 with the need of improving the deteriorating situation of the people of South Sudan. OPRD's mission is to uplift all communities from the grass root level by promoting health, building peace, mitigating poverty, striving for food security and increasing their capacity to respond to emergencies.

OPRD is relief and development organization that has been working in South Sudan since 2010. OPRD is currently operating programs in three states and has national offices in Jonglei, Torit, Lofa/Lapon, Kapoeta South and Juba. OPRD's primary goal is to respond to development needs and complex humanitarian emergencies.

OPRD in partnership with WFP, are implementing a six months GFD, FFE and BSFP program aiming at providing emergency food to vulnerable households, Schools and Blanket Supplementary Feeding programme within Kapoeta East County, in order to reduce the current effects of famine that have affected over 70% of the households.

Job Purpose:

Broadly, the M&E Officer will Work to achieve OPRD strategic objectives that foster alleviation of hunger, inclusivity and real-time interventions to mitigate hunger, improve access to education and promote gender equity.

Duties & Responsibilities:

- Help establish appropriate indicators at the outset of the emergency response (drawing on benchmarks, Sphere and other available tools)
- Establish and coordinate monitoring systems including data collection, analysis and review
- Work closely with the Project Manager to prepare specific data collection methods and tools
- Coordinate monitoring activities and inputs required of other team members
- Anticipate, plan and support reporting requirements
- Ensure information gathered through monitoring activities is shared quickly and in an



appropriate format with senior managers so that any problems arising can be addressed.

- Organize evaluation activities in line with learning policy Humanitarian Action.
- Ensure an appropriate monitoring and evaluation (M&E) system is in place and is functioning satisfactorily. Periodically review and revise the system so that it is adapted appropriately to changing operating contexts.
- Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including beneficiary communities, OPRD senior management and donors.
- Provide training and mentoring for FO staff.
- Act as a focal point to organize and manage monitoring reviews, evaluations and/or After-Action Reviews (AARs).
- Provide temporary support to the CO to establish baselines and set up M&E systems suited to the operating context.
- May participate in a monitoring review, evaluation and/or facilitate an AAR.
- Ensure application of OPRD's Humanitarian Accountability Framework.
- Ensure adequate resources are allocated in project budgets to cover M&E-related activities, including monitoring reviews, external evaluations and AARs.
- Monitor implementation of M&E systems for the emergency response and support technical advice where necessary
- Collate weekly, monthly, quarterly and annual project reports with strict adherence to project indicators and deliverables.
- Promote and guide quality in the emergency programme, and ensure critical gaps are identified and addressed.

Emergency Response:

The M&E officer will be central to key interventions meant to mitigate food insecurity through emergency and response and resilience building among our beneficiaries.

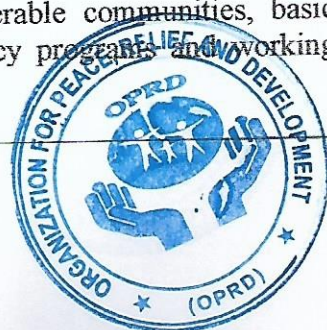
Key Working Relationships:

Internal/External:

- Liaise closely with designated project and consortium counterparts
- Liaise with relevant agencies and Government line ministries
- Work closely with other departments within OPRD

Experience, Skills, and Qualifications:

- A degree/Diploma in Statistics, Social arts, M&E or related field highly preferred with Minimum of three years of progressively responsible work experience in the development sector (Humanitarian work) in South Sudan.
- Ability to work with minimum supervision;
- Ability to multi-task and work within deadlines;
- Proficient in use of Microsoft applications, including Word, Excel, Power point & Outlook (or similar software);
- Knowledge of databases and skills needed to access, assess, and analyse information; Basic analytical and statistical skills
- Minimum of three (3) years' experience working with vulnerable communities, basic prevention, response, programming experience, and/or advocacy programs and working with women and Children.
- Experience of working with Non-Governmental organizations.



- Proficiency in English (written and spoken) is essential.
- Good communication skills and ability to conduct training and awareness
- Good Computer skills.
- Good self-organization and basic management skills.

Desirable

- Proven experience in management, monitoring and evaluation of complex humanitarian, development and/or peacebuilding interventions, including design, planning, management.
- Implementation of evaluations and M&E strategies, and using data and learning to inform programme adaptation and redesign of especially humanitarian and migration-related activities;
- Experience in project development and capacity-building activities;
- Experience in budget monitoring, report writing, and liaising with project counterparts, governmental authorities, donors, implementing partners, and national/international institutions;
- Experience working in fast-paced and complex humanitarian contexts an asset;
- Experience in organizing consultations, workshops and seminars with high level stakeholders
- Knowledge of UN (WFP) and bilateral donor programming and institutional requirements is a huge advantage.

One-year fixed term contract, including a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on performance and further funding. The compensation is on OPRD Salary System and depends on prior work experience.

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to: OPRD Head Office in Rock city Next to Rock city playing ground in person Or alternatively email your application to DOuma@opr.org / oprdsouthsudan@gmail.com on or before 11th /03/2025.

NB: Do not submit original documents.

Note. OPRD is an equal opportunity employer and we do not discriminate based on age, gender, disability, ethnicity, religious affiliation and language. Please do not attach original documents to your application.

