



## Vacancy Announcement

**Job Title:** M & E officer  
**Band /Level/ Grade:** 8B1 Functional Support  
**Department:** HEAL  
**Location:** Pamir  
**Overtime Eligible:**  
(per local law)



50-H-3  
Approved by  
Moh. Riss  
Pimm  
06-2021

**BACKGROUND:** IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, Northern Bahr el Ghazal and Eastern Equatorial as part of the greater former 10 states. The government of South Sudan has since created new states totaling to 28. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

**Contract duration:** 11 months

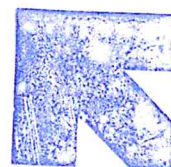
**Number of positions:** 1

### Job overview:

The Monitoring and Evaluation (M&E) Officer is responsible for supporting the implementation of the MCH program through quality data management; as well as will assist the M&E Manager in achieving goals to strengthen and improve IRC's RH services through its monitoring and evaluation systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enter all monthly, quarterly, and semi-routine data for the RH program into the District Health Information Software (DHIS) database, iRHIS etc.
- Conduct regular data verification exercises to ensure reporting and collection of quality data.
- 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.
- With support from the M&E Manager, coordinate and facilitate capacity building activities focused on data collection and management, reporting, and general M&E best practices, including training and coaching program officers, MCH community workers.
- Assist with monthly and/or quarterly performance indicator analysis, including generation of reports as well as presentations for staff related to on-going performance.
- Participate in the design of new and/or revised data collection and reporting tools.
- Assist with data collection, entry and cleaning of data for audits, assessments and surveys.
- Develop and maintain inventory of all health equipment and program supplies in partnership with logistics team.
- Maintain organized softcopy and hardcopy filing systems of monthly and quarterly data reports, training records, program documentation and supplies, educational material, and photographs.
- Lead and assist with special M&E projects related to strengthening and improving M&E systems for the program.



INTERNATIONAL  
RESCUE  
COMMITTEE

- Assist with health program meeting minutes and ensure that they are properly filed.
- Attend and participate in program, team and other meetings as required.
- If required, participate in emergency response activities during disease outbreaks.
- Conduct assessment whenever required.
- The M&E Officer will occasionally take on duties over and above those listed above.



## QUALIFICATIONS

- South Sudanese nationals only.
- Diploma/Degree in computer science/IT/or any health-related field.
- Excellent computer skills are required (particularly Microsoft Excel, Access and Word).
- At least two years experience working in monitoring and evaluation preferred.
- Strong data collection, analysis, and report writing skills required.
- A strong team player with excellent interpersonal skills and the ability to work with groups of diverse backgrounds. Demonstrated the ability to work independently, think analytically and take initiative in solving problems.
- Ability to communicate technical issues effectively.

## SKILLS & REQUIREMENTS:

### Languages:

- Fluency in English is required
- Proficiency in Arabic and Dinka is preferred

### 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, and Accountability. 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.

### Gender Equality:

- IRC 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 parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

### Equal Opportunity Employer:

- IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of 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 law.





**How to apply:**

Interested Candidates should submit a CV with three (3) references with a copy of their National ID through Email to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) Not later than 18<sup>th</sup> June 2021.

NOTE: this position is for *nationals* and Only shortlisted Candidate will be contacted and attach photocopies only while original will be asked at the interview panel.

**CLEARLY LABEL YOUR ENVELOP/SUBJECT INDICATING THE POSITION YOU ARE APPLYING FOR.**

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**

