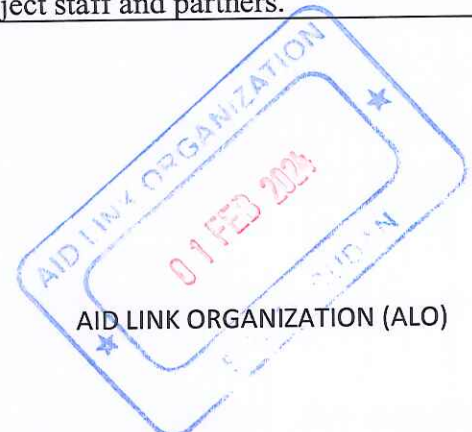


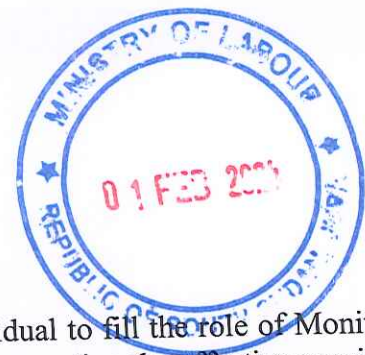
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 Inspector of Labour  
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**Terms of Reference (TOR)**

<b>Position:</b>	Monitoring & Evaluation (M&E) Assistant
<b>Location:</b>	AKOBO West County, Jonglei State
<b>Duration:</b>	1 year
<b>Report:</b>	Monitoring & Evaluation (M&E) Officer
<b>About Aid Link Organization (ALO):</b>	<p>Aid Link Organization (ALO) is a women-led, non-profit, non-governmental, non-political, and non-sectarian National NGO. It was incorporated in 2013 and is legally registered with the Relief and Rehabilitation Commission (RRC) at the national level under the NGO Act of 2016, operating under the Ministry of Humanitarian Affairs in the Republic of South Sudan, with Certificate Reg. No.: 1691.</p> <p>Vision: Functioning to advance and sustain values, ALO aims to create an enabling environment and processes in which every woman and girl can exercise her human rights and live up to her full potential.</p> <p>Mission: ALO is dedicated to advancing social, political, and economic equality for women and girls, setting global standards for achieving gender equality in South Sudan.</p>
<b>Position Summary:</b>	<p>Aid Link Organization (ALO) is recruiting a Monitoring and Evaluation (M&amp;E) Assistant to support our humanitarian and development projects. As an integral part of the M&amp;E team, the Assistant will contribute to the effective monitoring and evaluation of programs, ensuring data accuracy and facilitating informed decision-making. Reporting directly to the Monitoring and Evaluation Officer, the successful candidate will be responsible for field data collection, database management, and supporting the implementation of M&amp;E plans. The role requires attention to detail, proficiency in data collection tools, and the ability to collaborate with project staff and partners.</p>





## Position Overview:

Aid Link Organization (ALO) is seeking a dedicated and qualified individual to fill the role of Monitoring and Evaluation Assistant. The M&E Assistant will play a critical role in supporting the effective monitoring and evaluation of SSJR funded program, ensuring data accuracy, and contributing to the overall success of the project. The position reports directly to the Monitoring and Evaluation Officer.

## Key Responsibilities:

### 1. Data Collection and Management:

- Conduct regular field visits to project sites for data collection and verification.
- Ensure accurate and timely entry of project data into the monitoring and evaluation database.
- Collaborate with project staff to collect and compile data from various sources.

### 2. Monitoring and Evaluation Activities:

- Assist in the implementation of monitoring and evaluation plans for ALO projects.
- Support the Monitoring and Evaluation Officer in conducting baseline, mid-term, and end-line assessments.
- Participate in data quality assessments to ensure the reliability and validity of collected data.

### 3. Reporting:

- Assist in the preparation and submission of regular project reports to donors and stakeholders.
- Contribute to the development of data-driven reports and presentations for internal and external use.

### 4. Capacity Building:

- Provide training and support to project staff and partners on data collection, monitoring, and evaluation activities.
- Contribute to the development and delivery of M&E training materials.

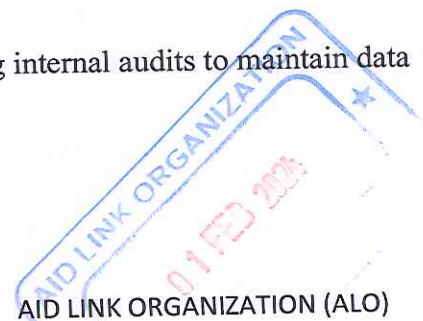
### 5. Documentation and Learning:

- Document and catalog key project processes, lessons learned, and best practices.
- Assist in the preparation of case studies and success stories for internal and external dissemination.

### 6. Compliance and Quality Assurance:

- Ensure adherence to M&E plans and guidelines.
- Support the Monitoring and Evaluation Officer in conducting internal audits to maintain data integrity.

ToR M&E Assistant



AID LINK ORGANIZATION (ALO)

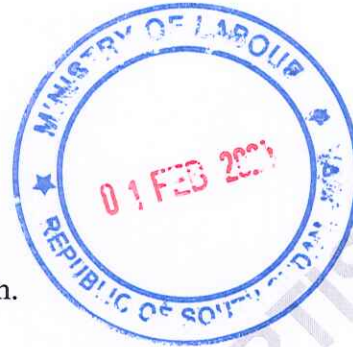


## Qualifications and Experience:

- Bachelor's degree in a relevant field such as statistics, social sciences, or international development.
- Minimum of 2 years of experience in monitoring and evaluation, preferably in the humanitarian or development sector.
- Proficiency in data collection tools and software.
- Strong analytical and problem-solving skills.

## Skills and Competencies:

- Attention to detail and accuracy in data entry.
- Good organizational and time management skills.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office applications.



**ALO Values:** We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

The M&E Assistant will play a crucial role in maintaining data quality, supporting project evaluation efforts, and contributing to the overall success of ALO's monitoring and evaluation activities.

**Application Information:** If you are interested in this job, please email your cover letter copies of education documents and CV to [info.aidlinkssd.hr@gmail.com](mailto:info.aidlinkssd.hr@gmail.com) with the subject line "M&E Assistant Application - [Your Full Name]." Hand deliveries can be done on the following physical address: [Hai Mijiki third class, Jebel Souk](#), for more information please contact this number: +211 922 227 617

Applications close on **20<sup>th</sup> February 2024.**

**Recruitment will be on a rolling basis**

*Female candidates and persons with disabilities are highly encouraged to apply*

Only short-listed candidates will be contacted for an interview.



ToR M&E Assistant

AID LINK ORGANIZATION (ALO)