

SD-43
23-09-2024
23 SEP 2024



EXTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a legally registered National Non-Governmental Organization (NNGO) operating across eight (4) states and two Administrative Areas in South Sudan. Within the eight (4) states and two Administrative Areas, HDC is working with the Refugees, IDPs, returnees and Host communities to improve the livelihoods of needy people and enable them to realise their potential and enjoy dignified lives. It also provides protection to the most vulnerable individuals with specific needs. It endeavours to promote human dignity and create peaceful environment for individuals to realize their full potential. It is in this framework, that HDC is to recruit;

JOB TITLE:	M&E Officer (1)	Duty station	Juba
REPORTS TO:	Head of MERL & Compliance		
CONTRACT PERIOD:	Two (2) Months with possibility of extension	TYPE:	Full-time
OPENING DATE	23 rd September, 2024		
DEADLINE OF SUBMISSION:	10 th October, 2024		
NATIONALITY	South Sudanese		

Scope of work

1. The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of all programmes implemented by the Humanitarian and Development Consortium (HDC). He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the HDC. He/she will also provide technical assistance to the implementing project staff, particularly in relation to monitoring and reporting.
2. The Monitoring and Evaluation (M&E) Officer will play a critical role in the organization by ensuring that programs and projects are effectively monitored and evaluated to assess their progress and impact. This position is essential for providing evidence-based data that informs strategic decisions and enhances program effectiveness.

Duties and Responsibilities

1. **Support Overall Framework for M&E in accordance to the HDC M&E system**



HUMANITARIAN & DEVELOPMENT CONSORTIUM
23 SEP 2024
HDC SOUTH SUDAN
P.O BOX 308



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We empower the communities

Humanitarian and Development Consortium

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- ❖ Regularly update the developed M&E system with data and other information requirements and continually build the capacity of staff on the M&E system.
- ❖ Guide and coordinate the review of the project log frame during project design.
- ❖ Provide technical support for the revision of project performance indicators.
- ❖ Ensure realistic intermediate and end-of-project targets are defined.
- ❖ Support assessments or baseline study (situation at project start)
- ❖ Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyses it.
- ❖ Ensure all critical risks are identified.
- ❖ Identify the core information needs of the different stakeholders in each project.
- ❖ Identify the requirements for collecting impact monitoring data, prepare terms-of-reference as required.
- ❖ Clarify M&E responsibilities of different project personnel.
- ❖ Conduct capacity assessment regarding M&E, and or existing capacity of program staff.
- ❖ Contribute to the development of the Annual Work Plan, ensuring alignment with project strategy, agreement on annual targets and inclusion of M&E activities in the work plan.
- ❖ Ensure alignment of M&E activities with organizational goals and project objectives.



2. Implementation of M&E Activities

- ❖ Oversee and execute M&E activities included in the Projects Annual Work Plans, with particular focus on results, impacts, best practices, lessons learned, emerging issues and setbacks in the implementation.
- ❖ Based on the annual work plans and in particular the programme budgets, design the framework for the physical and process monitoring of project activities.
- ❖ Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.
- ❖ Coordinate the preparation of all project reports.
- ❖ Guide staff in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes monthly reports, quarterly progress reports, annual project report, and ad-hoc technical reports
- ❖ Prepare consolidated progress reports for project management, including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations.
- ❖ Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action.
- ❖ Undertake regular visits to the field to support implementation of projects M&E and to identify where adaptations might be needed.
- ❖ Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E activities.





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- ❖ Facilitate, act as resource person, and join if required, any external supervision and evaluation missions.
- ❖ Monitor the follow up of evaluation recommendations.
- ❖ Organize and provide refresher training in M&E for projects staff and primary stakeholders with view of developing local M&E capacity.
- ❖ Conduct periodic participatory learning and action activities to ascertain progress, implementation gaps and needs.

3. Data Collection and Analysis:

- ❖ Coordinate data collection processes, ensuring accuracy and reliability.
- ❖ Analyze data and produce reports reflecting the performance of programs and projects.

4. Documentation and Sharing of Lessons learned

- ❖ Design and implement a system to identify, analyze, document and disseminate lessons learned.
- ❖ Consolidate a culture of lessons learning involving all project staff and allocate specific responsibilities.
- ❖ Ensure that ToR for consultants recruited by the project also incorporate mechanisms to capture and share lessons learned through their inputs to the project, and to ensure that the results are reflected in the reporting system described above.
- ❖ Document, package and disseminate lessons from the project.
- ❖ Identify and participate in additional networks that may also yield lessons that can benefit project implementation.
- ❖ Participate in the production of quarterly newsletters for the organization.
- ❖ Perform any other official duties that may be assigned from time to time by the Head of MEARL and Compliance or his/her designate.



Requirements:

1. BS degree in Statistics, Demography, Epidemiology or other related discipline, including social sciences.
2. Minimum of three years' experience executing M&E for international and National organizations implementing programs.
3. Detailed knowledge of key M&E concepts, tools and best practices.
4. Experience working with both quantitative and qualitative data collection and analysis methodologies; familiarity with routine management of information systems.

INTERESTED QUALIFIED APPLICANTS:

Submit the followings documents to info@hdcafrica.org before 5:00 PM on Thursday 10th October, 2024. Please indicate the position you are applying for in subject line of your email for submission.





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- 1) **Cover Letter/ application letter**
- 2) **Updated CV**
- 3) **Recommendation Letters from previous employers**
- 4) **Copies of Education Certificates**
- 5) **Copy of National ID**

Humanitarian and Development Consortium (HDC) has zero tolerance for Sexual Exploitation and Abuse (SEA) and adhere to safeguarding policy and code of conduct that is enshrined in the prevention of Sexual Exploitation and Abuse (PSEA) which is a mandatory to all the staff employed by HDC.

- ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED

HDC is an equal opportunity employer and promote gender equality and diversity and qualified women are strongly encouraged to apply.

NB: Due to the urgent need to fill the position, HDC recruitment team will continually review the applications upon submission, conduct the interviews and possibly select the suitable candidate even before the deadline. If interested, kindly submit your application as soon as possible.

BE ADVISED: Do not submit original documents. However, you may be asked prior to the interview process to present the original documents for verification. Be reminded that the submitted application documents are not refundable.

