



Head Office Gudele 1, Behind Lou Specialist Clinic, 5Metres along Rock City Road,
E-mail: vacancies.healthactionafrica.org@gmail.com, info@healthactionafrica.org
Website: healthactionafrica.org,
Cell phone: +211929875482 | +256724011603

S.H.3
Approved
9/2/2021

HAA|JOB ADVERTISEMENT



Job Position	Field M&E Assistant - [ROVING]
Reporting to	M&E Coordinator
Supervision of	None
Number of Position	(1)
Department	Program
Duty station	Pigi Canal County, Jonglei State
Application Periods	February 9 th , 2021 to February 26 th , 2021
Recruitment Sources	Internal & External

Background:

HEALTH ACTION AFRICA (HAA) is a Health Charitable Foundation in South Sudan. The Foundation is a medical cadre -led Health care & awareness raising network, grounded in medical perspectives. The Charitable Foundation was established in Feb 2017, by a medical team of friends in recognition and continuation of Humanitarian and Development work in Africa especially most at risk vulnerable populations. In South Sudan, HAA is registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016 and accorded the registration number 2526, with the Relief and Rehabilitation Commission (RRC)

Health Action Africa is recruiting staff to Join its Emergency Response Team (ERT) portfolio for 2021. The Service HAA renders include; Provision of Emergency Health Services to the Food Insecure IPC 4 Populations in Pigi Canal County, Jonglei State. This staff will however be rotated to other locations within South Sudan where there is need and based on availability of funding. We are looking for a highly competent, proactive and self-motivated individual (**South Sudanese National**) for the position of **Field M&E Assistant** based in the field.

Job Purpose

The Monitoring and Evaluation (M&E) Assistant is responsible to ensure implementing Monitoring Evaluation Accountability and Learning (MEAL) framework to ensure programme quality and accountability through efficient and effective collection, receipt, input and review of information relating to **HAA's** project area. The jobholder will be performing her/his responsibility through implementing M&E activities in HAA's program locations in Canal Pigi. This will be done in line with HAA's organizational strategies, policies and procedures as well as the project design. The jobholder will be responsible for collection of monitoring information, data and performing their responsibility in collaboration with programme teams.

Functional Duties/Responsibilities

- To support the monitoring and evaluation of HAA health Programme in Canal Pigi through PDM, household visits, focus group discussions, and other data collection methods as required.
- Effective participation in and implementation of needs assessments, base line and end line assessments, and other related tasks as required.
- Provide field information for documenting learning for program quality improvement, and support the preparation of program performance reports.





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- To ensure that beneficiaries, community members and other stakeholders are fully informed of the M&E processes being implemented.
- Ensure the accuracy and quality of information collected by the M&E and program teams, and assisting with the efficient processing and analysis of data.
- To communicate cordially and respectfully at all times with the community and program teams, while being both understanding and evaluative of project implementation.
- To support the function of the accountability as needed.
- To work as part of a team; providing support where necessary in other administrative, information management or M&E tasks.
- Support and promote the standards outlined in the Programme Participant Protection Policy and HAA Code of Conduct, and to be committed to provide a safe working environment.
- Any other duties as assigned by the MEAL Coordinator.

Management and Leadership

- Demonstrates openness to change and ability to manage complexities and ability to multi task under tight deadlines.
- Demonstrates strong administrative skills and results oriented approach to work.
- Ability to think quickly and improvise when necessary.
- Creative self-starter with an ability to work independently and also as an integral part of a team to deliver results.
- Focuses on result and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.

Knowledge Management and Learning

- Shares knowledge and experience.
- Seeks and applies knowledge, information, and best practices from within and outside HAA.
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to effectively support in strategic planning, results-based management and reporting.
- Ability to implement new systems and affect staff behavioral/ attitudinal change.
- Ability to plan and organize work accordingly.
- Ability to work with minimum supervision.
- Strong computer skills with a knowledge of many desktop applications that will be useful for the position, such as Microsoft Word, Excel, e-mail, and SPSS.
- Prior experience with the issue log and risk log.

Requirements Education/Professional Experience

- Bachelor's degree/Diploma in statistics, economics, development studies, sociology or relevant disciplines with expertise in research methods and data analysis.
- One-year experience in an M&E, accountability or program quality role with a humanitarian organization.





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- Good understanding of the role and purpose of M&E and accountability for humanitarian organisations.
- Good communications skills with an ability to support producing reports.
- Computer literate with experience data management and using smart applications for M&E Excellent communication skills.
- Fluent in Spoken, English, Juba Arabic and the Local is an added advantage.
- Excellent oral and written English skills.
- Ability to work under pressure.
- The holder will adhere to the standard of conduct outlined in the HAA and County Health Department code of conduct.

How to apply "Due to strict Covid-19 measures, interested candidates are requested to submit their application letters, updated CVs with 3 Professional Referees, Copies of their national ID & Certificates to HAA HR Team

by email: vacancies.healthactionafrica.org@gmail.com or Hand delivery to HAA office

Note>Clearly Indicate the Position you are applying for on the email Subject Line Not later than February 26th, 2021.

- Additional Conditions**
- Applications received after the closing date will not be considered.
 - Only those candidates that are short-listed for interviews will be notified.
 - **Qualified female candidates are strongly encouraged to apply.**
 - HAA seeks to reasonably accommodate candidates with special needs, upon request.

Health Action Africa is an equal opportunity employer, merits, competency and past performance are the key parameters embraced. **Only shortlisted candidates will be contacted for interviews, all applications submitted will not be returned.**

Because this position is Urgently needed to be fill, short listing shall be conducted before the deadline/as application are being received

