

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: M&E Officer – ERRM
Reports to: M&E Team Leader
Supervision of: 1
Duty station: Juba
Travel: 70%
Project number: SSFM2104
Duration and type of contract: Till Mar 31, 2022 - (Renewable based on funds & Performance)



The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

Generic responsibilities (max 10)

- Adherence to NRC policies, guidance and procedures.
- Support and contribute to the development and implementation of M&E systems, and tools.
- Participate in programme design and proposal discussions, including log frame design.
- Support programme staff in planning for and executing M&E, including, data collection methodology and tools and data management, analysis and use.
- Support the implementation, dissemination and use of evaluations, assessments and monitoring data in programme development, adjustment or review.
- Contribute to organisational learning through supporting specific analysis, lessons learned and reports.
- Support Juba programs based on the need.
- Work closely with M&E teams.
- Carry out early warning activities.

Specific responsibilities

- Attending all weekly and monthly meetings, and ensuring compiling all the data from these meetings and sharing them accordingly as delegated by the line manager.
- Prepare PDM questioners and upload them to KOBO as per the need.
- Download data from KOBO and do the needed analysis and share the outcomes accordingly.
- Regularly monitor and support the team in uploading the data on GORs system.
- To support other teams as needed and as delegated by line manager.



- Do field missions to conduct Post distribution/Intervention monitoring missions.
- Support the field team in establishing the complaint feedback mechanisms in the targeted communities.
- Support the field teams during distributions and ensure recording complaints and feedbacks.
- Support the field team in scanning documents and uploading them to Office 365 filing tree..

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Area manager and program staff, PM, PC, TL and Officers.
- Support units, logistic and procurement.
- PDU, M&E manager.

Scale and scope of position

Stakeholders:	Donors, partners and governmental bodies
Budgets:	Mainly ECHO, SSHF, NMFA and WFP
Information:	Responsible for at CO level: GORS, Intranet, Office 365, KOBO
Legal or compliance:	Signed terms of employment, donor requirements

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- Bachelor Degree/Diploma in a related Field
- At least 2 years' experience in an international NGO preferably in an emergency or post-conflict setting, including M&E capacity and systems development
- Thorough experience with and knowledge of principles and current approaches to monitoring and evaluation using both quantitative and qualitative methods
- Understanding of data and information needs for program management
- High level English language proficiency (speaking, reading, writing)
- Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)

Context related skills, knowledge and experience (shall be adapted to the specific position):

- Good communication and interpersonal skills
- Strong organisational and team working skills
- Good cultural awareness and sensitivity
- Highly approachable, trustworthy and confidential
- Advanced English Language level (Business English is a plus)
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus



- Good level of proficiency in Windows Excel and quantitative analysis (SPSS preferred)
- Excellent communication skills in English
- Proven presentation, training and facilitation skills

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Strategic thinking
- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Analysing

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **7th October 2021** by Hardcopy in an enclosed envelope clearly marked "**M&E Officer - Juba**" to NRC Head Office Located in Juba Na Bari Area along American Residence Road and NRC field offices.

Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**



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