



Head Office Gudele 1, Behind Lou Specialist Clinic, 5Metres along Rock City Road,  
E-mail: [vacancies.healthactionafrica.org@gmail.com](mailto:vacancies.healthactionafrica.org@gmail.com), [info@healthactionafrica.org](mailto:info@healthactionafrica.org)  
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MOL

# HAA|JOB ADVERTISEMENT

Job Position	M&E Officer - [ROVING]
Reporting to	Program Manager
Supervision of	Field M&E Assistants/Clerks
Number of Position	One (1)
Department	Program
Duty station	Juba
Duration	Three (3) Months
Application Periods	December 13, 2022 to January 6, 2023
Recruitment Sources	Internal & External



**Background:** Health Action Africa is National None Governmental Organization (NNGO) founded in 2017, registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016. Health Action Africa registration number is 2526, with the Relief and Rehabilitation Commission (RRC). Health Action Africa sole purpose is to provide sustainable health services, committed to improve health and well-being of the people in South Sudan, by partnering with relevant stakeholders, empowering communities, and strengthening health system.

Health Action Africa is currently implementing "Provision of Emergency Health Services to the Floods affected Populations in Pochalla County, Jonglei State" and wishes to recruit a highly competent, proactive and self-motivated individual (**South Sudanese National**) for the position of **M&E Officer** based in the field. The contract for these positions is Definite contract with possibility of extension based on availability of funding and satisfactory performance.

**Job Purpose** The Monitoring and Evaluation Officer will be responsible for the development of tools and mechanisms to aid in the monitoring and evaluation of HAA's projects and programmes. The Officer will also assist in the undertaking of research and preparation of surveys and other data collection activities in the Field.

**Functional Duties/Responsibilities** 1. Development and implementation of result-based monitoring, evaluation and reporting system with detailed guideline for its implementation

- Develop and implement an effective result based M&E system including tools and technique in collaboration with the donor, CO, partners and program staff and ensure that M&E systems and procedures are well-integrated with donor and CO reporting systems and procedures;
- Generate convincing evidence of project impact for policy makers, donors, government officials and other stakeholders;
- Be self-driven and responsible for the Component's delivery target, address all sorts of administrative and management troubles in consultation with supervisor for moving ahead along with necessary liaising with the donor.
- Monitor all project activities, expenditures and progress towards achieving the project output;





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- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Prepare quality monitoring and evaluation report highlighting achievements and share with staffs with recommendation for further improvement;
- Any other responsibilities as requested by the Management

## **2. Leadership role in conducting outcome/impact studies and evaluative studies**

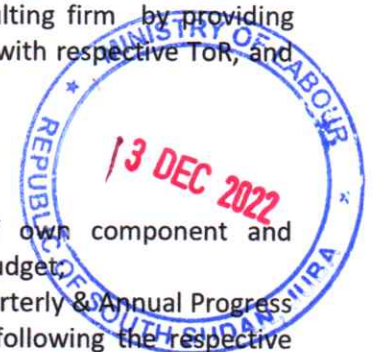
- Work as a focal person for the Monitoring and Evaluation component, identify delivery issues of the component and ensure effective coordination of the component activities for quality and consistency;
- Lead the Component and be responsible for generating outputs and results specified for this Component as well as for the whole project;
- Identification of research and M&E priorities and including these in annual plans;
- Coordinate, organize, facilitate different research/evaluation (performance evaluation, baseline, mid-term evaluation, final evaluation, etc.) using both qualitative and quantitative methods;
- Develop ToR for hiring consulting firm following procedure and coordinate researches and studies;
- Ensure quality of study report prepared by the consulting firm by providing technical inputs and ensuring compliance of the study with respective ToR, and share the findings with different stakeholders.

## **3. Planning, Management, Reporting and data analysis**

- Prepare Annual and Multiyear plan and budget of own component and coordinate in preparing overall project work plan and budget;
- Prepare Key Result Reports, Annual Result Reports, Quarterly & Annual Progress and M&E report of the project for HAA and donors following the respective guidelines of them;
- Participate in Annual Project Reviews and Planning workshops organized by HAA and assist Program Manager in preparing materials for workshops;
- Organize and facilitate M&E trainings and workshops including preparation of concept note and development of training materials, training schedule, etc.;
- Develop capacity of project, partners and the HAA staffs to conduct M&E activities using the framework;
- Analyze case related data /case management along with capacity and awareness raising data in coordination with different components of the project.

## **4. Development and strengthening monitoring, inspection and evaluation procedures within the HAA Project Teams.**

- Lead the capacity assessment of regarding monitoring of the project performance;
- Facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation.





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- Identification and documentation of success stories, achievements, lesson learned and document recommendations to be integrated into broader knowledge management efforts.
- Compile and disseminate information extracted from all available information management systems to Project Management and other stakeholders as needed.
- Identify and formulate lessons learned from evaluations and studies to be integrated into broader knowledge management, planning and strategy.
- Collaboration and coordination with M&E network of IOM, other IOM projects, government agencies, NGOs, and other organizations on monitoring and evaluation issues.
- Organization and conduct of results-oriented trainings in the relevant areas.

**5. Facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation**

- Identification and documentation of success stories, achievements, lesson learned and document recommendations to be integrated into broader knowledge management efforts.
- Compile and disseminate information extracted from all available information management systems to Project Management and other stakeholders as needed.
- Identify and formulate lessons learned from evaluations and studies to be integrated into broader knowledge management, planning and strategy.

**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.

**Knowledge Management and Learning**

- Consistently approaches work with energy and a positive, constructive attitude
- 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.





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- Requirements** ➤ Degree in Public Health, Social Sciences preferable in health project management with a component of research and evaluation.
- Education/Professional Experience** ➤ At 3 years professional working experience in health or nutrition sector with **INGO/NGGO** is required.
- Sound knowledge of research and evaluation principles and methods
  - Good analysis and evaluation skills
  - Well-developed presentation and writing skills
  - Good planning and organizing skills
  - Creative problem solving skills
  - Good negotiation skills

**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

**ONLY by email:** [vacancies.healthactionafrica.org@gmail.com](mailto:vacancies.healthactionafrica.org@gmail.com)

**Clearly Indicate the Position you are applying for on the email Subject Line Not later than January 6<sup>th</sup>, 2023.**

- 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**

