



## Vacancy Announcement

**Job Title:** Senior M&E Officer  
**Band / Level / Grade:** 8A  
**Department:** Program / MEAL  
**Location:** Juba (with 40% field travel)



**Background/IRC Summary:** The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has been working in South Sudan Since 1989, and manages and delivers large, complex programs to meet the needs in Safety, emergency responses, Health, WASH, and economic wellbeing for conflict and disaster affected communities. IRC works in partnership with local government and non-governmental organizations and currently works in 4 states in South Sudan.

**Job Overview/Summary:** The **Senior Monitoring and Evaluation Officer**- shall be responsible for the overall collection, summarizing, compiling, dissemination, storing, and timely reporting of all forms of data generated from the Juba based program activities with a key focus on the submission of timely, qualitative and quantitative reports to the Program Management Team, donors and relevant stakeholders. She/he will be aligned with IRC's Measurement for Action Standards, Practices, and Tools in the monitoring and evaluation plans for this project. She/he will also oversee project data under ERD, WPE and Child Protection activities. Specifically, the Sr. M&E Officer will be responsible for managing routine M&E activities with support of the Design Monitoring and Evaluation Coordinator.

### **Major Responsibilities:**

Under the direct supervision of the DM&E Coordinator, the Sr. M&E Officer will be responsible for the following specific activities:

- Participate actively in the implementation of M&E processes by providing technical support and quality.
- Harness, adapt and roll out tools and technological innovations for collecting and analyzing data to improve project implementation and decision making.
- Participate in developing an M&E Plan, M&E work plan and indicator tracking matrix, in line with the project's thematic standards and practice.
- Generate program monitoring, reporting and information management plans.
- Pioneer the development, review and utilization of data collection, monitoring and reporting tools.
- Participate actively in the enforcement of Quality Assurance (QA), Quality Control (QC) and Quality Improvement (QI) measures for all the project interventions.
- Support fellow team members in capturing and documenting best practices and success stories for learning, and accountability.



- Generate program information and dashboards for tracking and depicting progress on programs and strategy implementation against targets and key milestones.
- Initiate data analysis and action planning meeting with program teams to review data trends and overall project performance.
- Participate in carrying out Post Distribution Monitoring (PDM) survey
- Carryout regular field monitoring visits
- Review all reports to ensure that data provided is reliable and accurate and that target indicators are met, and explanations provided where indicators are not met.
- Lead/participate in planned research, surveys, either internally or externally (through consultants) to promote own capacity building and enhance the quality of the survey reports generated.
- Synthesize and summarize trends in program monitoring data including those generated from evaluations across programming pillars that can be used to inform programming.
- Keep a schedule of internal and donor reporting and ensure teams adhere to the timelines and reporting templates.
- Compile the monthly indicator tracking tool and share it with the manager for further decision.
- Assist program managers in preparation of donor reports.
- Facilitate client feedback discussions.
- Perform other duties as required by his/her supervisor.

Note: The role of the Roving Sr. M&E Officer cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the Sr. M&E Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

**Confidentiality:** Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

**Key Working Relationships:**

**Position Reports to** DM&E Coordinator

**Position directly supervises** TBD.

**Job Qualifications:**

**Education:** University degree in social sciences (i.e. Sociology, Social Work, Gender Studies, Statistics, Economics, etc.).

**Work Experience:** At least 3 years' experience in humanitarian settings with proven success in monitoring and evaluation field managing M&E frameworks and systems.

**Demonstrated Skills and Competencies:**

- Advanced knowledge and skills in Microsoft Excel, including creating tables and forms, trend analysis, using pivot tables and charting/visualizing data.
- Experience with mobile data collection tools especially Comcare and Kobo
- Knowledge of PowerBi application for data visualization is an added advantage.
- Strong data analytical skills in statistical software.





- Good computer skills and able to train junior staff in simple M&E applications
- Ability to communicate sensitively and without judgment, good diplomatic and persuasion skills.
- Ability to use good judgment when making decisions and to take accountability for decisions made.
- Emotional maturity and stability to resolve conflicts in a non-violent way and maintain appropriate boundaries.

**Language Skills:**

- Excellent communication skills and writing of concise reports in English.

***Standards of Professional Conduct:*** The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way – Code of Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons, and several others.

***Gender Equality:*** IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

***IRC is an Equal Opportunity Employer:*** IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

Any candidate who may wish to do job solicitation to win favor whether being directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the recruitment process.

**The position is strictly for south Sudanese Nationals with all the National documents.**

**NB: FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**

**How to apply:** Interested applicants should submit a CV with 3 references and a copy of their South Sudan national ID, Mark clearly on the envelope to IRC's application drop box at IRC Office Juba or, or by email at [SS-HR@rescue.org](mailto:SS-HR@rescue.org) Not later than 2<sup>nd</sup> June 2021.

**Note.** Only shortlisted Candidates shall be contacted and attach only photocopies while originals will be asked at the time of the interview panel while all the photocopies will remain IRC's properties.

**Please clearly indicate the Position you are applying for in the subject line/Envelope.**

