

Bilpam Road
Opposite Tongpiny Cemetery
Juba, South Sudan



Justice for Children
Organization

(J4CO)

"Fighting For The Rights Of Children"

Vacancies Announcement:

Position: M&E Officer

Report to: Education Program Manager

Location: Field, Leer County

Duration: 3 Months

Starting Date: ASAP

Organization Background:

Justice for Children Organization (J4CO) is a National, Nonprofit Organization established in 2016 and registered with relief and rehabilitation Commission of the government of South Sudan. Its core principle is to deliver services to the community of South Sudan. J4CO is supporting education programs in Leer, Koch and Mayendit of Unity State in partnership with UNICEF.

J4CO is currently looking for a suitable South Sudanese national to fill in the position of M&E Officer to base in Juba with frequent travels to the project site.

Job Summary

The M&E Officer will be working with Education Officer "Improving Access to Quality Education with the goal of restoring education opportunities for out-of-school children. The main objective of this position is to ensure that all Education program data, including teacher and child attendance, teacher training, and community engagement data is accurately collected, analyzed, and documented and make sure all data are collected and reported on time based on education project indicators in a way to inform timely decision making and program quality. The ideal candidate will have demonstrated experience in information management, preferably with experience in database management, monitoring and evaluation, and experience with multi-stakeholder arrangements.

Duties and Responsibilities:

- Lead the development and design of databases and ensure that beneficiaries data is tracked in a timely manner
- Support Education Manager in coordination with the education cluster database, lead the duplication check and routine update of J4CO beneficiary database.
- Adapt and develop J4CO Education program database and tools as required to ensure appropriate and efficient management of J4CO Education program data needs. Identify and address errors within the J4CO Education program databases.
- Ensure education databases are always up to date and accurate.
- Follow information management confidentiality protocols without exceptions.
- Ensure that all data tools and processes are technically robust and are rolled out to field teams.
- Answer questions and queries on database use and management.
- Supervise and provide technical support to the Education Program Data Management Assistant.
- Data Analysis and Reporting
- Train and support education staff to ensure accurate data collection.



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- Coordinate the collection and analysis of PDM (post-distribution monitoring), baseline, and end-line assessment data for each J4CO education project.
- Analyze assessment data, based on the analysis plan and support the education Coordinator, managers, and key members to ensure results feed relevantly into program design and implementation plans to facilitate evidence-based programming.
- Generate reports on a weekly, monthly, and quarterly basis.
- Work closely with the M&E team and share beneficiary count on monthly basis.
- Work closely with the Education Coordinator to provide needed information and data on time.
- Do other duties as assigned by the supervisors to effectively develop and implement J4CO programs.

Job Requirements:

- Bachelor Degree in Social Science, Development or related subject area or College degree with 2 - 3 years' experience in M&E.
- Shown technical skills in Monitoring and Evaluation at the field level.
- Experience in qualitative and quantitative data collection and analysis.
- Strong data interpretation skills, report writing, and presentation skills.

Specific skills for the post

- Competence in using Information Technology (IT) including Word, Excel.
- Good interpersonal and problem-solving skills.
- Ability to communicate clearly, concisely, and effectively.
- Ability to work in multi-disciplinary and multi-cultural contexts.
- Ability to work under the stress of deadlines.
- Strong oral and written skills in English languages



Qualification/Requirements:

Essential Requirements/Person Specification

- University degree in Education or other relevant qualifications
- 2 - 3 years' development work experience.
- Previous experience in project cycle management with expert skills in design, implementation and monitoring and evaluation of projects.
- Experience in people, asset and financial management.
- Strong budgeting, reporting and proposal writing experience gained in an NGO/INGO setting.
- Excellent communication skills (written and spoken).
- Familiarity with the national and international Education frameworks, policies guidelines and trends
- Technical expertise in educational approaches as applied in developing world
- Proven record of capacity building in team members
- Self-started and ability to work independently and as a member of the team.

Application Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.



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Applications send CVs, with references, to: justicechildren16@gmail.com not later than 04th June 2021@5:00PM.

Please Note

1. J4CO is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

