



# MEDAIR

## Job Advertisement

### Senior Monitoring and Evaluation and Learning Officer

28 MAY 2021

50-H-3  
Approved by  
28/5/2021  
NHH

**Job Purpose:** Working as an important member of a diverse team who are committed to serve the worlds most vulnerable with practical and compassionate care, the Senior Monitoring, Evaluation and Learning (MEL) Officer works to ensure that monitoring, evaluation and learning systems are consistently integrated and implemented throughout Medair's programme activities. This involves: supporting programme teams to use M&E systems and making use of innovative technology such as ODK, ONA, and Water to collect, aggregate and analyse data; integrating beneficiary accountability plans and activities into Medair's programmes; and playing a key role in ensuring that the reporting needs of key stakeholders are met.

#### Key Responsibilities and duties:

##### Monitoring and Evaluation

- Assist in designing and implementing data collection activities such as needs assessments, post distribution monitoring, SMART + FSL and KPC surveys using the recommended methods of data collection (e.g. cluster sampling, LQAS)
- Train relevant projects' staff on M&E tools, data collection and analysis, and basic surveying and sampling techniques
- Ensure the collection of good quality data in order to reflect the progress of programming by supervising enumerator teams and data clerks
- Support teams to review and update data collection tools, and databases, with a special focus on streamlining data flow systems and improving data quality through field assessments

##### Beneficiary Accountability

- Work with field teams to promote principles and practices of beneficiary accountability by ensuring timely reporting of the beneficiary feedback and consolidation before sharing with the AAP focal point

##### Communications

- Provide analysis of data in a timely manner for internal monitoring and donor reporting, writing project reports as required
- Provide, in collaboration with input from the project managers, field advisors and the MEL manager, a comprehensive written report on survey results in a timely manner
- Develop and maintain a transparent, honest and supportive communication structure with other team members as well as with other Medair staff so as to uphold a spirit of unity and mutual respect
- Attend and participate in relevant working groups such as Nutrition Information Working Group (NIWG), when necessary as delegated

##### Quality Management

- Coordinate the technical aspects of field M&E operations such as obtaining latest population data to enable sampling frame preparation before a survey
- Actively participate in designing questionnaires for surveys and assessments on ODK, ONA, or mWater digital format and assist with troubleshooting when required.

##### Delegated Responsibilities

- Collaborate with the project managers, field and HQ advisors during planning and preparation for Household Surveys (Baseline, follow up/mid-term, end of project)
- Lead planning, field activities, and analysis for country-wide Data Quality Assessments (DQAs)
- Ensure smooth and timely flow of information from survey preparations, implementation, results sharing and report writing



#### A. Person Specifications

##### Essential

- Degree in epidemiology/public health, statistics or a related field
- 1 year of experience in data analysis and communication including report writing
- 1 year of experience managing a humanitarian M&E system including supervising household surveys
- Fluency in both written and spoken English & classic Arabic
- Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook

##### Desirable

Post graduate training and experience in monitoring and evaluation of humanitarian programmes using qualitative and quantitative data collection methods  
1 years of cross-cultural experience

#### Application deadline: 16/06/2021

Please address your application comprising a comprehensive CV that includes 3 professional referees, and a Cover letter detailing how you qualify for this position to: Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping or e-mail: Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping or e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org)

