

SD-H-3
Approved by Senior Inspector,
MOL/RSUT



Where childhood thrives, war does not.

Position Title	Monitoring and Evaluation Manager
Start Date	As soon as possible
Location	Juba, South Sudan and project locations as required
Reports to	Country Director, South Sudan
Background	<p>War Child Canada is a registered Canadian charity based in Toronto that works with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice. War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local NGOs and other stakeholders using a child-centered approach. War Child Canada currently works in Afghanistan, Uganda, South Sudan, the Democratic Republic of Congo, and Yemen.</p>
Position Summary	<p>The M&E Manager will be responsible for the supervision of all M&E activities in the country and management of all staff in the field for War Child Canada. Reporting to the Country Director, the M&E Manager will be responsible for the ongoing development and implementation of robust and effective results-based MEAL systems, plans and frameworks for all WCC South Sudan programs and projects, ensuring that knowledge generation, management and use is effectively built into the WCC South Sudan programming.</p> <p>The position holder will play a major leading role in project monitoring, periodic data collection and analysis, developing mechanisms and leading the process for effective dissemination, utilization, including reports, and documentation of learning.</p> <p>The position holder will lead and coach M&E team members across War Child Canada's programming and offices in South Sudan, as team members implement monitoring and evaluation activities for projects across the country. The Country MEAL Manager will also coordinate with Canada-based M&E staff for quality control, external evaluations, and technical M&E support.</p>



Responsibilities	<p>Systems:</p> <ul style="list-style-type: none"> • Support strategies and mechanisms for long-term sustainable systems for data production, secure storage, analysis, documentation, dissemination, and use. • Identify the key learning agenda for WCC South Sudan country programs and projects including developing and implementing mechanisms and methodologies for identifying, documenting, and disseminating learning. • Support, develop and implement internal mechanisms for institutional learning, quality control mechanisms, and programmatic integration. • Support project kick-off and close-out meetings, promoting progress and outcome level reflections and cross-project learning with project teams and relevant stakeholders. • Organize and facilitate knowledge and learning events/workshops when requested. • Actively participate in and assist the development and review of Country Annual Plans (CAPs) and Country Annual Reports (CARs) and lead the processes of setting and reviewing MEAL goals, plans, beneficiary targets and reach. <p>MEAL Implementation and Support:</p> <ul style="list-style-type: none"> • Lead the on-going roll-out and review of MEAL plans for all WCC South Sudan's projects within the given implementation timelines, with support from other M&E team members. • Provide MEAL training, coaching, mentoring and capacity building support to all program teams and M&E team members (including partner staff). • Carry out regular field project site monitoring and supervision visits, provide guidance and mentorship support to project teams and M&E staff, and ensure that established MEAL systems and plans are effectively implemented. • Identify key issues around program quality and ensure MEAL systems are improved to address these issues. • Support WCC and implementing partners, Project Managers and teams in the development, and review of project work and activity plans, and monitoring of progress against work plans to ensure quality. • Support M&E team members, Project Managers, and Country Director in the preparation of donor and WCC internal project narrative reports (monthly, quarterly, annual, mid-term and end-line) ensuring quality and accuracy of MEAL data and information.
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	<ul style="list-style-type: none"> • Ensure that deliberations, outcomes and agreed action points of project review meetings are properly documented, and actions points are followed up and implemented. • Responsible for leading and coordinating the planning and implementation of baseline surveys, Knowledge Attitude and Practice (KAP) surveys, and end of project assessments, in close coordination with Project Managers. • Support M&E team members to maintain up-to-date records of project and program pillar level MEAL data and information, including beneficiary reach. <p>Program Development:</p> <ul style="list-style-type: none"> • Actively participate in and assist the Head of Programs in identifying new program development opportunities, including in planning and conducting situational and needs assessments. • Support the Country Director in program development, planning and design and development of funding proposals. • Lead in the development of log-frames and indicators. <p>Other Duties:</p> <ul style="list-style-type: none"> • As a member of the Senior Management Team (SMT), actively contribute to the development and implementation of country-wide strategy and work closely and collaboratively to assist WCC South Sudan in delivering its objectives. • Actively contributes to the development and implementation of change management initiatives. • Actively participate in and represent WCC South Sudan in external MEAL forums, networks and working groups.
Qualifications	<p>Knowledge and Skills</p> <ul style="list-style-type: none"> ▪ Strong knowledge of Excel and Word for data analysis and data management ▪ Knowledge of mobile data collection, Kobo & ActivityInfo preferred ▪ Previous knowledge and management of monitoring & evaluation in international or local NGOs, CSOs ▪ Understanding of data entry & data analysis (Excel, Word) ▪ Understanding of quantitative data collection (sampling methods, random sampling, household interviews)



	<ul style="list-style-type: none"> ▪ Understanding of qualitative data collection (experience conducting focus group discussions, key informant interviews) ▪ Strong team-oriented personality & previous experience working in a team environment & coaching staff ▪ Strong English language writing skills <p>Preferred:</p> <ul style="list-style-type: none"> ▪ Experience with smartphones for data collection ▪ Experience with education, legal & governance, food security, or livelihood programming in South Sudan ▪ Local languages used within project sites including any of Dinka, Shilluk, Jur, Balanda, Ndogo & Arabic
Travel Required	Occasional field travel may be required to project locations
Application Process	<p>Interested applicants are invited to send a curriculum vitae and an accompanying cover letter electronically to:</p> <p>Email: SouthSudan@warchild.ca</p> <p>Please ensure your application email has the subject heading of ‘Monitoring & Evaluation Manager – [insert your name]’</p> <p>OR</p> <p>Hand Delivery to War Child Canada Juba office located at Hai Kuwait Residential Area, Behind Former KCB Kuwait. Plot No.175, Block II, 3rd Class Next to Munuki East Primary School</p> <p>Only those applicants selected for an interview will be notified. No phone calls please. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy, including appropriate reference and security checks.</p> <p>For more information about War Child Canada, please visit www.warchild.ca</p>
Posting Date	13th February 2025
Application Deadline	Deadline for applications 25th March 2025

