



50-14-3
Approved by Secretary Inspector
1704/1955/11
27 JAN 2025
27/01/2025
MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN

BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

The Job Title: M & E Officer

Level: Mid-Level

Contract Type: Full time Appointment

Closing date: 14th February 2025 05:00 PM

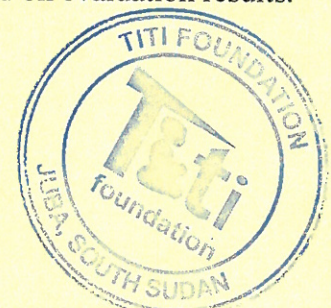
Duty station: (1 position – Juba)

Job Summary:

The M&E Officer will be responsible for supporting the planning, implementation, monitoring, and evaluation of project activities to ensure effectiveness, efficiency, and accountability. The role ensures that the project adheres to quality standards and delivers results in alignment with the project’s objectives.

Key Responsibilities:

- **Monitoring and Data Collection:**
 - Develop and maintain M&E systems to track project progress against objectives.
 - Design tools and methodologies for data collection, including surveys, interviews, and focus groups.
 - Support the collection, analysis, and reporting of data from field activities.
 - Ensure accurate and timely data entry into databases and systems.
- **Evaluation:**
 - Conduct evaluations (e.g., mid-term, end-line, and impact) to assess the effectiveness of program interventions.
 - Provide recommendations for program improvements based on evaluation results.



- Develop terms of reference for evaluations and assist with hiring evaluators if necessary.
- **Reporting:**
 - Prepare regular M&E reports for stakeholders, including donors, project staff, and management.
 - Communicate findings from data analysis and evaluations to project teams and stakeholders.
- **Capacity Building:**
 - Train and support project staff and partners on M&E processes and tools.
 - Build the capacity of local teams to understand and implement M&E processes effectively.
- **Collaboration and Coordination:**
 - Coordinate with other team members, project partners, and stakeholders to ensure M&E activities are aligned with project goals.
 - Participate in meetings and discussions to provide updates on M&E findings and suggest improvements.

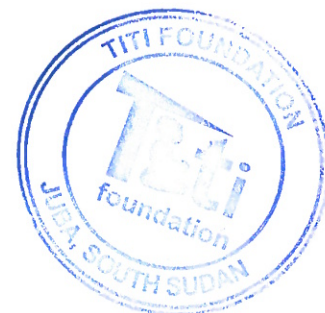
Qualifications:

- **Education:**
 - Bachelor's degree (or higher) in Social Sciences, Statistics, Development Studies, or related field.
- **Experience:**
 - Minimum of 2-3 years of experience in M&E within NGO, international development, public sector, etc.
 - Experience in designing and implementing M&E systems and conducting evaluations.
 - Familiarity with data analysis software (e.g., Excel, SPSS, Stata, etc.).
- **Skills and Competencies:**
 - Strong analytical and problem-solving skills.
 - Ability to communicate effectively, both in writing and verbally.
 - Attention to detail and ability to work with complex datasets.
 - Experience with qualitative and quantitative research methods.
 - Knowledge of results-based management and data collection methods.
- **Other:**
 - Ability to work under pressure and manage competing priorities.
 - Proactive, organized, and able to work independently as well as part of a team.
 - A commitment to ensuring the ethical management of data.

Preferred:

- Knowledge of the sector or thematic area (e.g., education, health, agriculture).
- Experience with donor-funded projects and reporting.

Work Conditions:



Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty, to any other person or organization without authority.

Professional standards

The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to Titi Foundation Head Office, Nyakuron West, Yei Road toward Rock City, or sent in soft copy to: titifoundationss@gmail.com

Shortlisted candidate will be contacted only and attach photocopies, remember no return of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply. This is a national position open to South Sudanese only.

