



ACTED

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Approved by
myL
17/2/2021
N.H.H.R.



VACANCY ANNOUNCEMENT

Appraisal, Monitoring and Evaluation (AME) Assistant

Location: Juba with frequent travel to the field

Starting Date: As Soon As Possible

Opening Date: 17 of March 2021

JOB PURPOSE

The Appraisal, Monitoring and Evaluation Assistant supports the AME Manager/Officer in developing and implementation of appropriate and viable appraisal, monitoring and evaluation systems that are in line with the ACTED's global AME procedures.

CHAIN OF COMMAND

Under the authority of:

- Area coordination
- Country AME Manager/Officer

Line Management:

- AME Monitors/Enumerators

WORKING RELATIONS

Internal Relations:

- Project Managers/Officers
- Database Managers/Officers/Entry Clears/Operators (if any)
- Accountability Officers
- Project Development Manager/Officers

External Relations:

- Beneficiaries
- Implementing partners/Partner organizations
- External monitors/evaluators

OBJECTIVES

1. Support the implementation of solid AME systems and mechanisms that are in line with the global AME procedures and deliver effective research/outputs so to inform timely decision making and the adoption of sound corrective measures.
2. Ensure lessons learnt and best practices are discoursed and documented.
3. Contribute to the effective functioning of beneficiary complaints and response mechanism and enhance the trust and confidence of beneficiaries, identify areas of our work which need to be improved and ensure that ACTED learns from the feedback provided through this process.

DUTIES AND RESPONSIBILITIES

1. Appraisal, Monitoring and Evaluation Systems

1.1. Technical and Systems Development

- a) Contribute to the development and updating of the country AME strategy, the consolidated AME work plan and AME frameworks for all ongoing projects;
- b) Support the AME Manager to implement the AME policies and procedures as described in



the ACTED AME standard guidelines and make sure that the tools are followed as applicable;

- a) Contribute to an effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.

1.2. AME Implementation and Management

- a) Support the development of ToRs and mission plans for assessments, monitoring and evaluations (baselines, mid-terms, endlines);
- b) Assist in the development of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans;
- c) Assist with data collection activities and ensure that data collection teams are organized and resourced as needed, and that they deliver as per field mission plans and according to data quality standards;
- d) In the absence of a dedicated database team, maintain electronic and/or paper-based MIS systems for tracking and reporting all quantitative data and information including reporting on ACTED's 16 global strategic program indicators;
- e) Assist in the analysis of AME data and help produce reports, factsheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner;
- f) Provide data to the Project Development Team for use in preparation of reports to donors and other stakeholders, as required;

2. Learning

- a) Contribute to proactive dissemination and use of knowledge gained through AME activities among Project Managers, Technical Coordinators and Project Development Manager/Officers;
- b) Contribute to organizing and facilitating learning events in order to capture best practices and lessons learnt when a project closes or as required;
- c) Document and share the lessons learnt and best practices on time and ensure that the knowledge gained contributes to the improvement of projects and influence the strategic development of future projects and activities;
- d) Support project implementation and improvement by providing timely information around project successes to be scaled up as well as challenges to allow 'course correction' throughout life of the program.

3. Beneficiary Complaints and Response Mechanism

- a) Contribute to the implementation of the beneficiary Complaints and Response Mechanism (CRM) for the country mission in line with ACTED standard beneficiary CRM procedures;
- b) Contribute to the proper management of the project CRM central database.

4. Other

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- b) Participate in AME-related conferences and workshops when possible and stay up to date with best practices and new knowledge created in the field of AME;
- c) Perform any other related activities as assigned by immediate supervisor.



KEY PERFORMANCE INDICATORS

- Up-to-date project AME framework in place for each project;
- Mechanism in place and functional to provide data on project indicators to PDD in a timely manner
- Mechanism in place and functional that allows at least the reporting on ACTED's 16 global standard indicators
- Lessons learnt and best practices recorded in the Country Lessons Learnt and Best Practices document according to ACTED's standard learning procedures and updated in regular and timely manner

Person Specifications/Qualification/skills

- ✓ Diploma in Statistic, Social work and Social Administration, Rural Development, social Science or related fields
- ✓ At least 2 years' experiences in a related field with national or international organization; of which 1year work experience as Data entry and Monitor or similar role is an asset.
- ✓ Good knowledge of computer applications ie excel, word, etc
- ✓ Good communication skills both (written & verbal) in English and Arabic
- ✓ Ability to operate computerized software system's (familiarity with SAGA an advantage).
- ✓ Ability to communicate effectively with a wide range of audiences in a friendly and polite manner.
- ✓ Ability to work in a busy environment.
- ✓ Attention to details and self-oriented/self-starter.
- ✓ Flexible approach to work and capable prioritizing his/her tasks.
- ✓ Ability of undertaking multi-tasking workload
- ✓ Ability to work within a team environment as well as an individual.

Please hand in a CV and cover letter Detailing how your experience and skills match this position, ACTED main office in Hai- cinema behind concord hotel not later the **8 Of MARCH/2021 by 5: 30 pm** or email: **Equatoria.admin@acted.org**

Applications will not be returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on you envelop your contact and name.

