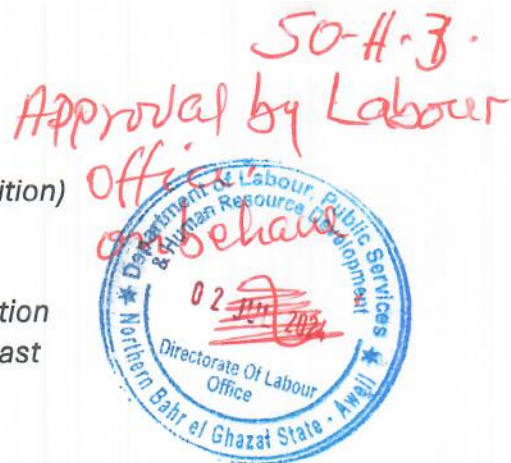




VACANCY ANNOUNCEMENT

Job Title: M&E Officer (1 position)
Band / Level / Grade: 8B
Department: Health (WISH2) Action
Location: Malualkon- Aweil East
Overtime Eligible: Exempt
(per local law)



BACKGROUND:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity, and hope to millions who are uprooted and struggling to endure.

Supervisor: Senior Monitoring and Evaluation Manager

Other Relationships:

MEAL Coordinator, MCH Coordinator, Project Manager, M&E Officers, Program Manager/Officers, Reproductive Health Officers, Boma Health Workers, Field Coordinator, other IRC staff.

Staff Managed: MEAL Assistant (specific field location)

Main Purpose of Job:

The Monitoring and Evaluation (M&E) Officer is responsible for supporting the implementation of the WISH2 Project (health programs including community health program through providing quality data management); as well as will assist MEAL department to achieving goals to strengthen and improve IRC's health monitoring and evaluation systems.

Main Duties:

The M&E Officer supports the WISH2 - health program by ensuring that all WISH data is properly collected, tracked, verified, entered and analyzed. This includes data entry, field-based data verification, capacity building of program staff (including health facility bases staff) on data quality control and assisting with data reporting. She/he will work in close collaboration with IRC's Senior Health & Nutrition M&E Manager, WISH 2 Program Manager, Reproductive Health Officers, WISH2 Community Based Project Managers/Officers, Community Health Workers (CHW), , MOH County Health Department, other local authorities and community members to ensure that program data is of a consistently high quality.

Reporting:

- The M&E Officer directly manages to oversee the WISH2 and health facility/SDP data collection, data recording, timely and complete data reporting for weekly reports, monthly reports and quarterly reports for reproductive health indicators including family planning for health and particularly WISH program.
- The M&E officers will be responsible for generating and submitting regular reports (RH, and service statistics routine data), monitoring MEAL project activities on a regular basis (weekly, monthly and quarterly). The MEAL Officer will work with CHD M&E Officer to support data verification and data entry into the DHIS2 system, supportive supervision and monitoring of HIS tools.
- The M&E Officer will be responsible in the reporting of 5Ws, updating PID and conduct QOC and other MEAL intervention activities including working in client responsiveness activities with CRA officer.
- He/She will assist the Project Manager in developing monthly and/or quarterly reports for



donor submission, and on preparing presentations on key performance indicators for program reviews meetings including PIM.

Main Duties:

- Responsible in ensuring the data collection process to all supported health facilities and boma health workers are completed and reported on specified timeframe; including data entry activities on weekly, monthly, quarterly and semi-routine data for the Health programs into the District Health Information Software (DHIS2) database and WISH designated database; and other database as introduced by IRC or the MOH.
- Conduct regular (monthly) data verification exercises (including data quality audit) to ensure the quality of data collection, reporting and for improved monitoring & evaluation system.
- Responsible for facilitating and conducting any assessments including (QOC, IPC) and development of adhoc monitoring tools and ensuring the relevant HIS tools are available in the program area (health facilities).
- To conduct the continuous quality improvement activities, field level capacity building activities including onsite training and coaching to health facility staff, program officers, CHW, particularly on data recording, data storage, and reporting.
- Update program indicator tracking reports and generate monthly and/or quarterly performance indicator analysis, including preparing presentations and share with health teams during performance review meetings.
- Participate in the implementation/piloting of newly designed /or revised data collection and reporting tools/database as may be required, ie. for client responsiveness, assessments etc.
- Support the program team in any health-related assessments and surveys as may be required by your supervisor.
- Monitoring of all reproductive health program materials including drugs, supplies, on inventory data management and reporting in collaboration with medical logistics, supply chain team or any other relevant personnel as assigned to by your supervisor to all SDP/Health Facilities.
- Maintain organized softcopy and hardcopy filing systems of monthly and quarterly data reports, training records, program documentation and supplies, educational material and photographs.
- Train and provide capacity building to WISH2 staff at SDP and CHW involved in data management, including data collection and reporting.
- Attend and participate in conferences and other meetings as required or directed by the senior health manager or immediate supervisor.
- Participate in emergency response activities during disease outbreaks or conflicts as may be required by health teams, or supervisor.
- Work with teams and prepare success stories and lessons learnt for project deliverables.
- Conduct any duty as may be assigned by his/her immediate supervisor. The M&E Officer will occasionally take on duties over and beyond those listed above.

Systems Compliance and Improvement:

- IRC's finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars by the Country Director or other members of the IRC senior management team.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers.
- Play a key role in planning and rolling out training of and adherence to MRP in coordination with the MRP focal team/person within the country program.



Confidentiality:

- Ensuring the nondisclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Note: The role of the M&E Officer cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the M&E Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Qualifications, Skills and Experience:

- South Sudanese nationals only.
- Diploma/Degree in statistics, computer science/IT/or any health-related field.
- Excellent computer skills are required (particularly Microsoft Excel, Access and Word).
- At least two years' experience working in monitoring and evaluation preferred.
- Strong data collection, analysis, and report writing skills required.
- A strong team player with excellent interpersonal skills and the ability to work with groups of diverse backgrounds. Demonstrated the ability to work independently, think analytically and take initiative in solving problems.
- Ability to communicate technical issues effectively.
- Ability to use Commcare, Power bi and Kobo collect with basic knowledge.

Functional skills and knowledge:

- Be committed and remain productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.

Other skills (e.g. I.T.):

- Excellent computer skills and a high level of familiarity with computers is required.

Languages:

- Fluency in English & Juba Arabic is required.
- Proficiency in local language is preferred and added advantage.

Working Environment:

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. Following these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Gender Equality: IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols, and other supportive benefits and allowances.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.



Interested candidates should submit a copy of their CV, academic documents and a cover letter by E-mail CV to SS-HR@Rescue.org or deliver by hand to: IRC Human Resources Officer IRC MK/Panthou Field Offices

Closing date of application: 15th July, 2024

- **NOTE:** Only shortlisted candidates will be contacted. The IRC is an Equal Opportunity Employer. The IRC therefore, considers all applicants on the basis of merit.

