



**NORWEGIAN REFUGEE COUNCIL (NRC)-SOUTH SUDAN
VACANCY ANNOUNCEMENT**

JOB TITLE: Monitoring & Evaluation Officer
REPORTING: M & E Team Leader
DUTY STATIONS: Wau, Western Bhar El Ghazal State
DURATION AND TEPY OF CONTRACT: 12 Months renewable subject to funding
STARTING DATE: As soon as possible
SALARY: As per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Monitoring & Evaluation Officer is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

1. Role and responsibilities

The M&E Officer will help with the implementation of Complementary Action for Resilience Building in South Sudan (CARB) Activity Monitoring and Evaluation Plan (MEP) and will work closely with the M&E Lead to collect and report data on the CARB database and live dashboards. The M&E Officer is responsible for conducting routine day-to-day activity monitoring and reporting and supporting the monthly quality assurance checks of CARB activities. He/she is responsible for managing data collections in the partner region, conducting trainings on data collection, cleaning and analysing data for planning and budgeting purposes, and ensuring accurate submission of data to CARB central office. The M&E Officer is responsible for storing all paper-based and electronic data in a secure location, per NRC and BHA/USAID Protection of Human Subjects Committee regulations, and ensuring that all documentation is in place for DQAs. He/she will work directly with the CARB M&E LEAD to implement an adaptive management approach for the program, based on rolling assessments, provide technical support in designing a system for program data collection, ensure high-quality, timely, valid and verifiable data collection and analysis. Enter and maintain online GORS data management system; train field team on M&E tools including monitoring tools, Kobo/mobile based data collection system, complaints/feedback mechanisms, reporting procedures and other M&E processes; Actively participate in project baseline and end line data collection.

REPORTING TO

Monitoring & Evaluation Team Leader

DUTIES AND RESPONSIBILITIES:

- Ensure adherence with NRC policies, tools, handbooks and guidelines
- Closely follow-up and receive quantitative project progress reports from different project officer in the project locations and aggregate Project data,



- Make sure project information (output and outcome indicators) are captured and reported timely with necessary disaggregation. Update BHA or online GORS data management system on monthly basis
- Conducts monitoring, evaluation, and learning activities of the CARB project including complexity-aware monitoring and adaptive management activities
- Leads the implementation of the M&E plan in the project location
- Works with the CARB M&E Lead to develop tools for the monitoring of specific technical components and determine field monitoring responsibilities
- Responsible for providing technical assistance, and managing timely data collection, analysis, and reporting of valid and reliable data that meet donor reporting requirements
- Focuses on strengthening the M&E system, building capacity of staff in data collection and reporting
- Supports the project's Collaborating, Learning, Adapting (CLA) framework
- Undertakes monthly field supervision to support data collection and conduct data quality assurance checks
- Responsible for providing success stories on successful and promising approaches, lessons learned, and other program results for the project and taking project photos that show CARB impact
- Responsible for providing means of verification for all the activities undertaken e.g. training attendance sheets, materials developed and for updating these activities on the activity tracker.
- Responsible for overseeing data entry and data quality assurance, inputting data to the database (if required) and providing this information to the education team to help with program implementation
- Support the implementation of the Rapid Education and Risk Analysis in the partner region on a rolling basis
- Provides monthly M&E reports to the M&E Team Leader and M&E Lead reporting activities undertaken, challenges and lessons learned and the planned activities for the next month
- Compile and update regularly project monthly IPTTS, online GORS reporting, CRFM database when necessary;
- Assist program staff in the preparation and review of reporting formats and the review, verification and finalization of monthly, quarterly and annual progress reports in accordance with NRC and donor requirements;
- Participate in weekly check-in meetings with the CARB M&E Lead.

Qualifications and Competencies

- University degree preferably in social sciences, Statistics, Economics or other relevant discipline
- At least 3 years' monitoring and evaluation in field of humanitarian/development project
- Knowledge of data collection and data collection instruments (technology);
- Exposure to a wide range of information management systems related to humanitarian/development and/or operational (e.g. construction) activities)
- Strong data analysis skills (qualitative and quantitative data analysis)
- Previous experience in managing large data sets for multiple projects/donors including online database management

FLYKTNINGHJELPEN
NORWEGIAN REFUGEE COUNCIL



- Experience working with statistical computer software packages (SPSS, Stata) and advanced skills in spread sheet.

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **24th March 2021**, on line or by email to SS.job@nrc.no or in an enclosed envelope clearly marked "Application for: Position of **Monitoring & Evaluation Officer, Wau Western Bhar El Ghazal State** to one of these locations:
 - NRC Human Resource Office in Juba
 - NRC Human Resource Office in Alek, Wau & Aweil

Only short-listed candidates will be contacted, by e-mail or by phone.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Note: Due to the urgency of position, NRC will review applications on rolling bases and will select a suitable candidate before closing date.

This position is subject to funding.



FRYKTINGHJELPEN
NORWEGIAN REFUGEE COUNCIL