

## Health Pooled Fund 3: South Sudan

**Job Title:** Monitoring, Evaluation, Accountability & Learning (MEAL) Officer  
**Reporting to:** MEAL Specialist  
**Location:** Juba, South Sudan  
**Start date:** 1<sup>st</sup> September 2020







### 1. Who we are

ShimaHR consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of the Health Pooled Fund (HPF)

HPF began its third phase of programming (HPF3) in July 2018 and is planned to run until 2023. The project is funded by the British Government's Department for International Development (DFID), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA) and United States Agency for International Development (USAID).

HPF3 merges two previous health programmes, HPF1 and HPF2 supporting services in eight state hubs of South Sudan formerly known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme has the following 4 principal outcomes:





-  Enhanced delivery of integrated health services through a network of health facilities.
-  Expanded Community health services for the prevention and treatment of common conditions.
-  Strengthened management of the Supply Chain for essential drugs and commodities.
-  Stabilize health systems that are responsive and accountable to the needs of communities and individuals accessing health services.

### 2. Position Summary:








The MEAL Officer will regularly travel in the 8 former States supported by the HPF. The role will include supporting the regular collation, validation and analysis of project data from a variety of sources, including programmatic monitoring against project targets. Participate in regular supervision visits at state, county, health facility and community levels, to verify reports submitted by project service providers and provide technical support around challenges identified. The MEAL Officer will seek to work, where possible, with data routinely collected through Ministry of Health (MOH) systems, using the experience of MOH monitoring systems (HMIS AND DHIS) of working in the South Sudan health sector.

### 3. Responsibilities:

#### M&E system development:

-  Support development and implementation of the MEAL framework and plan.
-  Identify bottlenecks in programme M&E system, and propose solutions to the MEAL Manager
-  Support i the development, review and update of M&E tools
-  Work with the MEAL Manager to review DHIS/HMIS database on a regular basis and ensure data correctness, reliability

#### Data management and analysis:

-  Support internal data management, dashboard maintenance, ensure data integrity
-  Ensure updated DHIS pivot file is uploaded to the server for the streams to access.
-  Follow up implementing partners to ensure increased compliance (accurate, complete and timely reporting).
-  Support in the compilation of facilities functionality on monthly basis.
-  Regularly report on provision of feedback to service performance (in consultation with HPF core team) and update the project information system
-  Provide feedback on aspects included in: Output, progress, quality, costs from supervision
-  Analyse inputs provided by service providers through the DHIS database on a regular basis,



- Conduct field monitoring visits in accordance with the monitoring plan, and provide technical support as identified through field monitoring.
- Support in the review of implementing partners work plan and targets by providing technical regarding setting targets
- Track progress against indicators
- Support the MEAL Manager in data cleaning, and data quality assessments

#### **Reporting, documentation and learning:**

- Input into the development of draft reports required by the core team
- Regularly attend technical meetings, and meetings with project stakeholders as required
- Liaise regularly with project state coordinators regarding MEAL processes and the performance of Implementing partners
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team.
- Identify best practices and lesson learnt during monitoring visits and ensures these are shared.
- Proactively monitor service provider performance through technical review of monthly and quarterly reports, collate and provide feedback to service providers.
- Identify areas
- Perform other duties as required

## **4. Requirements**

#### **Qualifications and Essential Experience:**

- The M&E Officer should be a South Sudanese National
- Background in demographics, social sciences, statistics and MEAL. Public health training desired
- Experience of working in the South Sudanese health sector with at least 5 years.
- Experience of conducting MEAL of health programmes
- Experience of MOH monitoring systems (HMIS AND DHIS) an advantage
- Proven ability to work both individually and as part of a team
- Good organisational and interpersonal skills

#### **Desirable:**

- Previous working experience as a MEAL Officer in South Sudan.
- Experience working with Non-Governmental Organizations
- Willingness to work in hard to reach areas and travel to health facilities
- Excellent analytical and reporting skills
- Excellent command of written and spoken English

## **5. Duration**

Annually renewable contract anticipated September 2020- June 2023(program period) pending availability of funding and good performance.

#### **Note:**

Due to the urgency of the position, Applications shall be reviewed on rolling basis and the recruitment may be filled before the closing date.

#### **How to Apply**

Interested candidates may submit their electronic application with the subject line **Monitoring, Evaluation, Accountability & Learning (MEAL) Officer** to [jobs@shimahr.com](mailto:jobs@shimahr.com) . Accompanying the application should be a current CV detailing their past experience for the role including daytime telephone contacts and three referees, preferably previous line managers. Only electronic applications will be received and the applications should be sent to the stated address before **Friday 21<sup>st</sup> August, 2020**. Given the current COVID-19 restriction, the candidate should be based in South Sudan.

**Only shortlisted candidates will be contacted**

