



Vacancy Announcement



Job Title: Monitoring & Evaluation Officer
Department: Maban – Northern Upper Nile State, South Sudan
Reports To: Hospital Administrator
Start Date: ASAP
Application Deadline: 25th September 2019

SUMMARY

The Monitoring and Evaluation (M&E) Officer will provide day to day management of the monitoring and evaluation activities related to health projects/programs in Maban; including working with Hospital staff, external consultants and key stakeholders. The M&E officer will work closely with the Hospital Administrator who in turn will communicate with Samaritans Purse (SP) IHQ technical staff, UNHCR and other donors regarding M&E and reporting requirements. The post holder will be responsible for the oversight and implementation of an effective and efficient Design, Monitoring, Evaluation and Learning system (DMEL) in Maban County Hospital to improve accountability, information flow and reporting. Under the overall support and guidance of the Hospital Administrator, Medical Director and Deputy County Director, the post holder will assist in providing monitoring and evaluation tools to assess project progress against agreed objectives. The post holder will ensure that health program in Maban is implemented in accordance with the SP's Program Management Field Operation Guidelines (PM FOG) and Ministry of Health guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Strategic Level:

1. Provide overall management for the design and implementation of the M&E system in Maban working Hospital Administrator, Medical Director and partners to provide progress updates to the Hospital Administrator and Hospital Management Committee, donors and Key stakeholders, and to the National M&E Program Manager when appropriate.
2. Support the role out of Samaritan's Purse Reporting System (SPRS) in Maban County Hospital providing guidance to head of departments and data collection staff on the use of data collection tools and software where necessary.
3. Review program achievements against target indicators with the purpose of strengthening reporting as well as discussion making in collaboration with Program Managers and ACs, Key stakeholders.

Health Project Support:

1. Monitor all health project activities and progress towards achieving the project output;
2. Develop monitoring and impact indicators for the project success;
3. Monitor and evaluate overall progress on achievement of results;
4. Monitor the sustainability of the project's results;
5. Provide feedback to the Project Manager on project strategies and activities;

6. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
7. Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager and M&E Manager in Juba;
8. Conduct capacity assessment on existing monitoring and evaluation system;
9. Develop indicators and a monitoring strategy for the project;
10. Provide inputs, information and statistics for quarterly, annual and other reports to Health Management Committee;
11. Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
12. Support monitoring and evaluation of the effects and impact of the project;
13. Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
14. Assist the project personnel with M&E tools and in supporting them in their use. Assist Program Managers to develop and then implement realistic monitoring plans for individual programs that capture quantitative and qualitative data for comparison against goals and objectives.
15. Maintain an effective information database (SPRS) for health project which should include activities, results, targets and progress reports.
16. Engage in spot checks and process monitoring to track results (output, outcomes and impacts).
17. Do field assessment of all health activities and make recommendations for future planning
18. Take active measures on proposal writings to various donors
19. Compile and edit all health cumulative summary narrative reports from all hospital departments and health projects.

Data collection, management and analysis.

1. Serve as the primary point person for all monitoring and evaluation related work
2. Take the lead in formal research activities (i.e. surveys both quantitative and qualitative)
3. Develop and refine various data collection instruments (both quantitative and qualitative) and maintain a results database to aggregate data.
4. Train and/or participate in rapid needs assessments, baselines and evaluations to inform program design.
5. Train and assist program field staff to conduct surveys using appropriate standardized methods.
6. Take the lead in the use of Mobile Data Collection (MDC) for activity and results monitoring
7. Manage data entry process, storage and analysis templates for project monitoring where required.
8. Lead analysis of collected project data using accepted international tools and methodologies.
9. Conduct advanced statistical analysis when required

Reporting.

1. Manage the information-gathering process for results and performance results, in addition to other briefings, summaries, papers, presentations, etc. for various audiences as needed.

2. Support Program Managers to produce reports (monthly, quarterly, annual, final) in a timely manner which accurately reflects field level conditions and programming impact against objectives which document good practices, lessons learned trends, and implementation issues.
3. Research and collect content and stories about the projects achievements.

Capacity building:

1. Facilitate evaluation sessions with Program staff on lessons learned, program performance and work plans in partnership with relevant stakeholders.
2. Provide training to program staff in the use of Mobile Data Collection (MDC), use of iForm builder software equipment for project monitoring purposes in conjunction with SPRS
3. Ensure that evaluation findings are utilized in future program design.
4. Facilitate internal dissemination of M&E findings with SP Staff and other donor bodies

SUPERVISORY RESPONSIBILITIES

This position will have supervisory responsibility of hospital data clerk and other staff which may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must maintain a personal relationship with and be a consistent witness for Jesus Christ, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate substantial experience in health M&E and programming role
- Communication and analytical skills
- Advanced algebra skills required for evaluating M&E data
- Computer skills especially statistical analysis using excel, SPSS, among others
- Demonstrated ability in Data Collection, Data Management and Analysis
- Experience of conducting project evaluations including using different survey methodologies e.g cluster sampling and LQAS
- Good knowledge of project cycle management and development
- Good report writing and reviewing skills besides other strong interpersonal skills

EDUCATION AND EXPERIENCE

A minimum of a Bachelors' degree in Public Health with a minimum of two years relevant experience in Monitoring and Evaluation of health projects.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Strong ability to write routine reports and

correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Advanced algebra skills required to calculate quantities of items and elementary statistics preferable for evaluating M&E data.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Perform activities of moderate physical activity and somewhat strenuous daily activities of a primarily administrative nature.
- Camp in remote field sites for 1-3 days at a time
- Ride in light vehicles over rough terrain

WORK ENVIRONMENT

- Ability to work in a challenging operation environment.

How to apply: Any interested applicants are required to submit an application letter, copies of academic certificates, updated CVs, copy of national ID cards for clear nationality identification to Samaritan's Purse Juba Office and RecruitSouthSudan@samaritan.org not later than **25th September 2019**. **This position is strictly for South Sudanese Nationals only**

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

NB: Female candidates are strongly encouraged to apply

Local Applicants can submit their applications to Samaritan's Purse Maban Office