



VACANCY ANNOUNCEMENT: MONITORING & EVALUATION ASSISTANT

Amref Health Africa is the largest International Health Development Organization base in Africa. With Headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African Communities, Health Systems and Governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our vision is Lasting Health Change in Africa. For more on Amref Health Africa please visit www.amref.org

To ensure smooth implementation of Nutrition services in term of data quality in the area, Amref Health Africa is looking for a **Monitoring and Evaluation Assistant – Tonj East**.

Location: Tonj East - Warrap State

Number of Positions: One

Position Status: Non-Relocatable Position

Start Date: 1st of February 2026

Closing date for applications: 20th of January 2026

Job Purposes

Under the guidance and direct supervision of the Nutrition Program Manager with a direct technical link to the Amref M&E Manager, Juba the Monitoring and Evaluation Assistant is responsible for assisting the execution and implementation of various activities within the Monitoring and Evaluation Unit. He/She provides general support to the unit that will ensure smooth implementation of various planned activities. Improve the data collection and reporting system, collaborate with Amref Project Team for the timely and effective implementation of project activities.

Objectives and General Characteristics:

The M&E Assistant is responsible for development of M&E Tools, plan project Monitoring and Evaluation activities and ensure the integrated Health and Nutrition project indicators are monitored. He/She will also train facility staff on the use of M&E tools for project implementation.

Main duties and responsibilities:

1. Ensuring proper administration of M&E tools for the M&E Unit focusing on achieving the following results:

- Preparation of field tools for CNVS/M+MSGs for data collection.
- Participate in customizing supportive supervision checklists and data collection tools.
- M&E tools are well administered according to set guidelines for CMAM program.





- M&E tools used for data collection from nutrition sites are properly tagged or serialized for easy tracked/trace.
 - Maintaining and collecting data and updating work plan processes.
 - Undertake field trips to health facilities and outreach points for purposes of data collection.
2. Ensuring proper filing of incoming and outgoing M&E documents from various activities within the M&E Unit focusing on achieving the following results:
- Documents of various activities are well filed in chronological order for easy future retrieval and references.
 - Support the Logistic team in stock card management and labeling of files and archives.
 - Activity reports and all other related documents are stored according to Amref document storage policy for easy references and audit reviews.
 - Provision of secretarial duties for M&E Unit, e.g. photocopying and printing of M&E tools.
3. Data entry and Analysis of M&E tools using different packages below
- DHIS2/NIS – Nutrition Information System
 - EPI INFO - WHO
 - ENA - Emergency Nutrition Assessment
 - ITT and AIMS
4. Provide general assistance to the M&E Unit to ensure smooth execution and implementation of various activities of M&E Unit focusing on achieving the following results:
- Providing assistance in organizing various activities related to M&E and the M&E Unit.
 - Providing assistance in arranging and scheduling of various activities within the M&E Unit.
 - Assist in community sensitization and mobilization for various project activities.

Representation:

- Represent Amref Health Africa South Sudan in a working relationship with the community, provide guidance to facility staff and other teams within Amref to ensure smooth, quality and inclusive service delivery in the areas of implementation.

Human Resources

- Support in providing professional development and training to facility staff and the County Health Departments.
- Participate in and facilitate the recruitment of facility based nutrition staff.

Reporting Responsibilities

- Maintain, update and Monitor Weekly/Monthly CMAM Report on NIS/DHIS2.
- Supply Consumption Reports.
- Participate and submit community feedback mechanism reports.
- Maintain a record file for the CMAM as well as the TSFP Program





- Maintain monitoring and supervision a report file.
- Report on any issues related to the M&E to the Nutrition Program Manager.
- Report project progress (Performance Data) on on Project ITT and AIMS on a Monthly basis
- Perform Basic data Analysis and share performance data insights with project manager and Teams on a monthly basis

Qualifications: Education/Knowledge/Technical Skills and Experience

- Must possess a Degree/Diploma in Community Health or Nutrition.
- Must have basic knowledge in computer applications like MS Office.
- Previous experience working with INGO in clinical setting is an asset
- Knowledge in data analysis as well as systems likes NIS and ENA is an added advantage.
- Experience in research or data management is an added advantage.
- Ability and willingness to travel and stay at remote locations with potentially hostile environments and accommodating when faced with difficult working conditions
- Ability to support the management of project deliverables;
- Ability to multi-task.

Application Procedure:

Interested applicants can hand deliver an updated CV, Cover Letter, relevant Academic Certificates and contact details of at least 3 professionals to:

Amref Health Africa to the attention of the HR Department – Amref Health Africa (please indicate the name of the position you are applying for on the covering letter and all application to be submit through Smart recruiters app link <https://smrtr.io/wrSqZ>

Closing date: 20th of January 2026

Please Note: Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified. Female candidates are strongly encouraged

Child Safeguarding and PSEA Commitments:

Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is an equal opportunity and has a non-smoking environment policy.



Approved by Aedig
Director of Labour,
Klamp
KIP
08/01/2026

