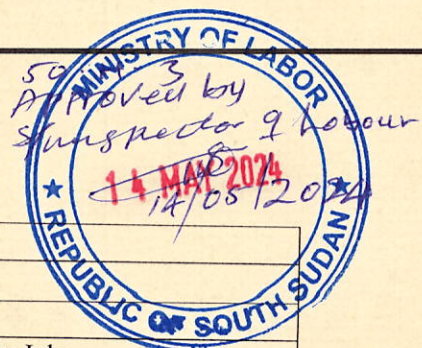




Universal Network for Knowledge & Empowerment Agency (UNKEA)

Telephone: +211 917 976 984 / +211 922 771 174 Email: info@unkea.org
Website: www.unkea.org



JOB DESCRIPTION

Job Title	Evaluation, Accountability and Learning Officer
Responsible to	Health Managers or other designate
Responsible for	Leads self
Duty station	Post holder will be stationed at the partner's headquarters in Juba

Universal Network for Knowledge and Empowerment Agency (UNKEA)

UNKEA is a national organization operating in South Sudan. UNKEA was founded in 2002 by a group of concerned men & women of Upper Nile state to respond to dire social, economic, livelihoods, and health conditions experienced by the South Sudanese Citizens. UNKEA's initial purpose was solely to fight the deadly Kalazaar disease in Upper Nile. This was effectively achieved – prompting the organization to expand its mandate. UNKEA mandate has since expanded to include Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women, Economic development, Access to justice & Peace Building.

UNKEA has a zero tolerance policy with regard to Sexual Exploitation and Abuse by UNKEA's personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles, and standards that underpin UNKEA. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone, and all selected candidates will be required to always comply with UNKEA's PSEA Policy. Selected candidates will therefore undergo rigorous reference and background checks against their past behaviors related to sexual exploitation and abuse and may be required to provide additional information further on in the selection process.

OVERALL, PURPOSE OF THE JOB

UNKEA through CORE Group Partners Project (CGPP) is implementing CBS project in Upper Nile and Jonglei States. Considering that, the Organization is recruiting a **Monitoring, Evaluation, Accountability and Learning Officer** to support project teams across the CORE Group Partners Project (CGPP) to engage to a high standard in CGPP's monitoring, evaluation, reporting, learning (MEAL) and data quality assurance processes and building a culture of continuous quality improvement. He/she will support project teams to engage effectively with, processes outlined in the Monitoring and Evaluation (M&E) framework, and data quality assurance activities. The position will continuously build M&E capacity across counties to ensure the M&E framework is applied and utilised to inform quality improvement. The job holder will, from time to time, liaise and seek guidance and advice from CGPP's **Monitoring & Evaluation Manager** or any other designate.

KEY RESULTS AREAS

Monitoring and Evaluation processes and system

Provide orientation to new staff on partner's M&E frameworks, processes and system.

Lead in development of M&E system and support project team (and build their capacity) to:

- Develop partner's specific project M&E framework or plan.
- Participate in the design, development, and implementation of data collection tools



"Working to bring hope and development to the people of South Sudan"

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standardized data collection, data processing and management.

- Participate in development and maintenance of M&E tools (indicator tracking table, M&E plan etc.).
- Design and test data collection tools, as required for project monitoring.
- Engage in effective and regular reflection and learning activities.
- Analyze and report project results in accordance with the donor requirements.

As required, work with the CGPP's **MEAL Manager** to develop and continually improve organisation monitoring and evaluation standards and practice.

Data quality assessments/checks and reporting

- Carry out data quality assessments/ audits regularly for MEAL data based on agreed indicators to guide decision making.
- Conduct quarterly data quality checks at the partner level.
- Support project team to ensure that verifiable, quantitative data is routinely collected and analysed for project improvement.
- Support project team to implement CGPP's data quality assessment and quality standards, and tools in collaboration with the CGPP M&E Manager.
- Conduct supportive supervision to county health facilities using ODK platform.
- Perform monthly data collection, collation, and review before sharing it with CGPP M&E FP.
- Support and coordinate the third-party monitoring activities at the subnational level.
- Ensure that all project data are entered into ODK at all levels as required with a high degree of accuracy.

OTHER KEY DELIVERABLES

- Maintain an up-to-date partner project database.
- Participate in M&E related and CGPP monthly coordination and cluster meetings at the subnational levels.
- Maintain an up-to-date partner integrated disease line list for all CBS targeted diseases, ensuring accuracy, timeliness, consistency, completeness, and reliability.
- Maintain partner specific error log to populate all data related errors noted during reviews.
- Triangulate data using different sources available to ensure consistency; and
- Any other roles as may be assigned by CGPP M&E focal point.

Learning, Accountability and Capacity Building

- Take lead in rolling-out and monitor the community feedback mechanism (CFM) in the field, ensuring meaningful participation of service users and community members in line with UNKEA standard CFM procedures.
- Respond to any other roles as may be assigned by CGPP M&E focal point.
- Build capacity of project staff on M&E related areas (documentation, data quality).
- Ensure timely compilation, review, and submission of the monthly and other periodic reports to CGPP according to established timelines;





KEY RELATIONSHIPS

WHO	WHY
Internal	
MEAL Officer	<ul style="list-style-type: none"> • Provide advice and contribute to decision making regarding project and M&E issues; • Escalate issues and propose solutions; • Receive guidance and provide regular updates on project, M&E issues and priorities in a timely manner.
Project team	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members; and • Support team members and work collaboratively to contribute to achieving team outcomes.
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication; and • Exchange information and respond to enquiries as needed/if applicable.
External	
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication; and • Exchange information and respond to enquiries as needed/if applicable.

PERSON SPECIFICATIONS		
Domain	Essential Experience	Desirable Experience
Academic Qualifications	<ul style="list-style-type: none"> • Degree in related field (Health, development, etc.) 	<ul style="list-style-type: none"> • Bachelor's degree in health sciences or statistics; epidemiology, Advanced Certificate in M&E and any other relevant field.
Experience and Knowledge	<ul style="list-style-type: none"> • Demonstrated experience designing and using project/programme monitoring and evaluation frameworks. • Experience designing, commissioning and/or conducting project or programme evaluation. • Experience in project or programme delivery, preferably in fragile context. • Experience in or understanding of use of data in the health sector. 	<ul style="list-style-type: none"> • Experience with large data management systems, preferably in a health sector context. • Understanding of international development and development effectiveness. • Experience in evaluation capacity building, including training and workshop facilitation.
Skills and Competencies	<ul style="list-style-type: none"> • Strong technical skills in monitoring and evaluation framework design and implementation. • Experience in data collection, statistical analysis, and quantitative and qualitative evaluation methods; • Skills in facilitation, and training delivery. • Strong time management, organisational and problem-solving skills, and ability to meet deadlines; • Strong interpersonal, oral and written communication skills; • Excellent written communication skills; and • Relationship building, preferably including cross-cultural communication. 	

How to Apply

- Please fill the attached self-declaration form attached and drop your motivation letter & updated CV hard copy application documents to UNKEA Office in Juba or by email to: jobs@unkea.org before **03/06/2024 at 5:00 PM**
- All qualified candidates are encouraged to apply.



Thank you for your interest in working with UNKEA, however only shortlisted candidates will be contacted for interviews.





Universal Network for Knowledge & Empowerment Agency-UNKEA

PSEA SELF-DECLARATION FORM

Name of Employee:	
ID card or Passport number:	
Date of birth:	
Place of birth:	
Nationality:	
Place of residence:	
Phone number:	
Email address:	

1. Have you ever been the subject of police investigation or court proceedings, in this country or abroad, because of charges of sexual abuse or sexual misconducts against minors or adults that do not appear on your criminal record?	YES /NO If yes, please provide additional information below.
2. Have you ever been subject to sanctions (disciplinary, administrative, or criminal) arising from an investigation in relation to sexual exploitation and abuse or sexual misconduct, or left employment pending investigation and refused to cooperate in such an investigation?	YES/NO If yes, please provide additional information below.
3. Have you ever been identified by the government department or judicial or other competent authority in this country or abroad as a risk or potential risk to children or vulnerable adults?	YES/NO If yes, please provide additional information below.
4. Have you ever been or are you currently subject to disciplinary proceedings?	YES/NO If yes, please provide additional information below.
5. Have you left a previous job pending an investigation and refused to cooperate with such an investigation?	YES/NO If yes, please provide additional information below.

Confirmation of statement (please check the boxes below)	Tick
I agree that the information provided here will be processed for recruitment purposes and in the confidentiality, I understand that a job offer may be withdrawn or terminated may result if I fail to disclose timely information and if such information is subsequently communicated to the organization.	
I agree to notify the organization within 24 hours if I am subsequently investigated by any agency or organization regarding concerns about my behaviours towards children, youth, or vulnerable adults.	
I hereby authorize any person, Organization, or educational/ training institution I mention as a reference in my application to disclose in good faith and in confidence any information in their possession about my qualification or suitability for the job. I assume no liability to any employer, person or educational/ training institution for any information provided about me necessary and inherent to the employment process.	
I understand that the information included in this form and submitted by third parties may be provided by the organisation to other persons or organizations in cases where it is deemed necessary to protect other children or vulnerable adults.	

Name in Full (Bold letters)	
Position	
Department	
Location	
Signature:	
Date:	