



# WHITAKER PEACE & DEVELOPMENT INITIATIVE

50. #3  
MOL  
Approved

05/04/2024



## Advertisement for the position of Monitoring, Evaluation & Reporting Officer

- Position title** : Monitoring, Evaluation & Reporting Officer
- Organization** : Whitaker Peace & Development Initiative (WPDI)
- Contract type** : Consulting agreement
- Duration** : 12 Months period with possible extension based on satisfactory performance and availability of funds after completion of a 3 months' probation period
- Duty station** : Roving the projects areas in Eastern, Western and Central Equatoria States.
- Opening of application:** 05<sup>th</sup>/ April/2024
- Possible starting date:** 1st/May/2024

### Background:

The Whitaker Peace & Development Initiative (WPDI) is a non-profit non-governmental organization with the mission of helping societies affected by destructive conflicts transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managed peacebuilding programs in Cameroon, Gabon, Uganda, Mexico, South Sudan, the United States, Tchad, and South Africa. WPDI collaborates with a range of local and international, public and private partners to support its mission.

WPDI operates in South Sudan through its flagship program- the Youth Peacemaker Network (YPN), a youth empowerment program that equips young women and men from vulnerable and conflict affected areas as partners in the promotion of peace and sustainable development.



WPDI works to provide training for youth and community members in Business & Entrepreneurship, Peacebuilding & Conflict Resolution, while also convening Community Dialogues, Cinema for Peace as well as running Business Plan Competitions where winners can actualize their ideas into business enterprises. Community members will also be engaged to formulate community-led Income Generating Projects (IGPs) through innovative methods that are contextualised to fit the area's need. The main objective is to reduce community violence, enhance local capacity for peaceful resolution of conflicts and restore access to livelihood opportunities and basic services.

With the above background, WPDI seeks to recruit a competent and well experienced Monitoring, Evaluation and Reporting Officer who will lead the organization's processes of monitoring and evaluating on-going project activities in Central, Eastern and Western Equatoria.

### **Position summary**

Under the direct supervision of the Deputy Country Manager and close collaboration with the HQ's Monitoring and Evaluation Officer, the incumbent will lead the Monitoring, Evaluation and Reporting of all the project activities being implemented, collaborate with youth and community partners implementing the activities within the communities and liaise with stakeholders to ensure their needs are constantly updated and incorporated in the project activities.

The Monitoring, Evaluation and Reporting Officer is responsible for ensuring the accuracy and reliability of data collected from the project activities being implemented by WPDI.

The Monitoring, Evaluation and Reporting Officer's position is roving therefore he/she will be travelling to all the project areas/locations from time to time as the organization may request.

### **Position's duties and responsibilities**

#### Reporting and program support:

- Supporting the timely collection and management of qualitative and quantitative data using existing systems;
- Ensure data sets are clean and reliable for the Monitoring and Evaluation Officer at HQ to share with external partners;
- In coordination with the Program Director and the Monitoring and Evaluation Officer at HQ, produce timely donor or internal reports;
- Systematically follow up with team members to ensure reported figures are accurate all through the project's life cycle;
- Follow up with program staff on the facilitation of M&E activities as needed as part of program deliverables;
- Provide Program team with user-friendly visualisation of monthly or project-based data;





- When needed, create progress tracking tools for program teams and HQ to keep track of progress and challenges throughout the implementation phase of a project;
- In coordination with the program team and the Monitoring and Evaluation Officer at HQ, develop methodologies for calculation of sample sizes, design data collection forms and tools for conducting Focus Group Discussions (FGDs) and evaluations of end of projects.

Monitoring and data collection:

- In close collaboration with the Monitoring and Evaluation Officer at HQ, create or share existing tools for data collection, for each county in accordance with the needs of the project and reporting requirements;
- Conduct regular field visits in all project sites in accordance with the work plan to support, monitor and evaluate project activities, and to update databases;
- Monitor the accuracy, timeliness and completeness of collected data and the proper link between on-site hard copy files and databases during site visits/spot checks;
- Conduct regular data analysis, filtering pertinent information in line with indicators under a specific project;
- Liaise with partners, stakeholders and project implementers (youth peacemakers) to conduct planned M&E activities including meeting or calling beneficiaries when needed for monitoring and evaluation purposes.

Capacity building

- Assist in identifying training needs of youth peacemakers, youth affiliates or project partners in data collection, data entry or other M&E tools;
- Share with the program team the feedback received from beneficiaries through various channels such as surveys, focus groups, interviews, observations, etc.

**Qualifications and requirements:**

**Education:** At minimum a Bachelor's degree in Social Science, Public Policy, Statistics, Development Studies, Gender Studies, Political and International Affairs or related fields.

**Language:** Excellent written and spoken English and Juba Arabic.

**Experience:** At least 3 to 5 years of relevant professional experience, preferably including field-based.

- Experience in conducting surveys, interviews, focus groups, including with vulnerable populations.
- Experience in using mobile data collection tools;
- Good contextual knowledge of local issues in South Sudan with great sensitivity of local cultures and community realities; keen interest in working with youth leaders;



- Ability to organize and work independently and within teams;
- Excellent editing and reporting skills;
- Advance knowledge of software like MS words, PowerPoint and MS excel, and other M & E soft tools.
- Proven ability to work efficiently, under pressure, and in a multicultural environment. Recognized experience in building relations with high-ranking officials, with adequate knowledge and attention to political sensitivity.

**Professional standards:**

All WPDI members (staff, volunteers and interns) are expected to commit to WPDI policies such as WPDI Code of Conduct, Child Protection Policy, Reporting Conflict of Interest, Reporting Misconduct, Reporting Sexual Exploitation and Abuse. All new comers are expected to adhere to these policies.

**Disclaimer:** This job description is not an exhaustive list of the skills, effort, duties and responsibilities associated with the position.

**How to apply:**

Should you meet the qualifications and requirements and are interested in the position, please send your detailed CV and Cover Letter to the email address provided below. Make sure to include your working telephone number and email with a writing sample. In addition, three professional references must be provided. All candidates must be eligible to work in South Sudan (Valid residence permit and work permit or valid South Sudanese citizenship card/passport)

All applications must be submitted on or before close of business on 29<sup>th</sup>/April/2024

Females are strongly encouraged to apply.

**E-mail:** [recruitment-south-sudan@wpdi.org](mailto:recruitment-south-sudan@wpdi.org)

*Only short-listed candidates will be contacted.*

