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21 APR 2022
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MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
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CORDAID
100
YEARS OF
SHARING

Vacancy notice

Advert opens 21st April 2022.

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Planning, Monitoring, Evaluation and Learning (PMEL) Officer as detailed below.**

Position: Planning, Monitoring, Evaluation and Learning (PMEL) Officer

Based Locations: Juba-Roving

Number of positions: One (1)

Reporting Lines

. The MEL officer reports to the TB/HIV Project Manager with technical reporting lines to the Senior M&E Expert

Key Deliverables

Programme Monitoring:

- 1) Take the lead in developing MEL plans, indicators, and data collection in liaison with the programme manager and in accordance with Cordaid's monitoring standards.
- 2) Lead needs assessments surveys in coordination other external sector agencies and ensure that assessment findings are well documented and include an analysis and ranking of community's needs.
- 3) Lead the development of the health programme's baseline survey where required.

CORDAID JUBA
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SOUTH SUDAN

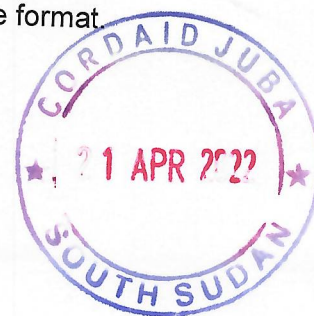
- 4) Monitor and report on all project activities and progress towards the project output.
- 5) Develop monitoring and impact indicators for the project success, based on Cordaid's corporate and thematic results frameworks.
- 6) Monitor and report on the sustainability of the project's output,
- 7) Provide feedback to the Project Manager on project strategies and activities.
- 8) Lead the development and updating of relevant MEAL frameworks in coordination with relevant staff and the Programme Manager in close collaboration with Cordaid's MEL staff at GO.
- 9) Develop MEL plans and review/update on a regular basis, in close coordination with programme teams and CORDAID partners.
- 10) Lead the programme teams in implementing monitoring and evaluation techniques, processes and tools, ensuring quality and consistency with project standards.
- 11) Develop/improve/update methodologies and tools for data collection, analysis and processing, ensuring these are gender sensitive.
- 12) Lead on field data collection exercises and data management, involving: - Survey design and use of Kobo/Commcare software - Recruitment and training of data collectors - Carry out and supervise data collection (Focus group discussions, post-distribution monitoring, surveys, observations etc.) and data entry in DevResults (Cordaid's MEL software programme).
- 13) Perform analysis of quantitative and qualitative data, draft reports presenting the results of the analysis, and share the findings in an appropriate format.
- 14) Investigate and conduct analysis of various secondary data sources.
- 15) Report/alert to project team on regular basis on any anticipated project issues, risks and any emerging opportunities and threats to the project implementation, related to this role.
- 16) In coordination with programme team lead project review meeting, mid-term and project end evaluation

Programme Evaluation, Review and Reporting

- 1) Taken the lead in conducting programme reviews and evaluations by formulating the Terms of Reference and organize the team selection in accordance with Cordaid's evaluation standards.
- 2) Share relevant MEL findings with the programme teams and ensure that, where necessary, appropriate corrective actions are taken promptly.
- 3) Collect best practices and case studies which demonstrate qualitative and quantitative change in building resilient communities.
- 4) Enable sharing of knowledge and lessons learned of evaluations Cordaid wide by archiving the evaluation reports in Dev. Reports.

Accountability

- 1) Lead in the development of M&E systems (including output trackers) and their roll out to field staff. Support technical staff to develop and rollout systems.
- 2) Contribute to further development and continuous updating of the accountability strategy in line with CORDAID standards.
- 3) Manage and improve the complaint and feedback mechanisms for the programme including tracking of follow-up, ensuring adherence to agreed standards.
- 4) Share accountability findings with the programme teams in an appropriate format.



- 5) Establish beneficiary accountability mechanism at all levels by adopting a participatory approach.
- 6) Train, and conduct lesson-learnt forums and document best practices and challenges throughout the project life/ phase.
- 7) Support the implementation of the health interventions for health project adhering to standard protocols, Health information tracking and reporting,
- 8) Continuously monitor and supervise health& nutrition activities, evaluating progress through outputs and impacts using both quantitative and qualitative data.
- 9) Ensure accurate and timely reporting of activities to donors and other relevant stakeholders in conformity with agreed timeframes and formats.
- 10) Facilitate preparation of regular project updates, narrative reports, updates, financial reports and submit them within the agreed time frames.
- 11) Ensure regular monitoring and reporting of project implementation, including sharing of Weekly, Monthly, Quarterly, and Annual reports.

Learning and capacity building

- 1) In collaboration with project teams, identify key project lessons, challenges and opportunities for further programme development.
- 2) Design and adopt tools, guidelines for learning and capacity building of Cordaid and partners and staff.
- 3) Train and provide technical assistance for capacity building of partners and programme teams to implement MEAL and reporting standards.
- 4) Work closely with partner MEAL staff or focal points and provide support as appropriate in identifying learning agendas.
- 5) Provide training to partners on MEAL and support them in setting up own mechanisms.
- 6) Support implementation of continuous quality improvement and participate in development of quality benchmarks and quality standards at facility and community level.
- 7) Developing, training, and maintaining an active community case surveillance and reporting systems for all facilities through IDSR and EWARS

Coordination and Networking

- 1) Be an active participant of the Community of Practice of Cordaid's MEL officers and staff and take part in training and workshop events relating to MEL.
- 2) Keep and share information from NGO meetings, Cluster meetings, government correspondences and internal controls.
- 3) Where relevant, participate in and contribute to relevant inter-agency efforts to agree and develop coordinated / joint M&E and accountability frameworks and mechanisms.
- 4) Attend relevant sectoral coordination meetings to identify opportunities for integration of data collection activities, harmonization, secondary information sources etc.
- 5) Participate in multi-agency assessment as assigned by project coordinator.
- 6) Delivering any other responsibility related to MEAL as assigned by the project coordinator.
- 7) With support from programme staff and the HR Manager, identify staffing needs for health.

Key qualification and competencies

- 1) Bachelor's Degree in Health Records, Public health or equivalent
- 2) Master's in arts, Public Health is added advantage.



- 3) 3 years of progressive professional experience in South Sudan or similar context, in monitoring and evaluation of community-based development and health programming
- 4) Experience working with private sector, civil society and government sectors on monitoring and evaluation programs,
- 5) Strong knowledge of M&E methodology data analysis and synthesis, performance evaluation and correction, and report writing.
- 6) Knowledge of statistical software. An advanced skill with MS Office is strongly preferred.
- 7) Thorough familiarity with principles and current approaches to MEAL using both quantitative and qualitative methods.
- 8) Working experience in training, coaching and mentoring teams in monitoring-related techniques and methods is desirable.
- 9) Fluency in speaking, reading, and writing in French and English required

Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.

e.g.CSS003/04/22 Planning, Monitoring, Evaluation and Learning (PMEL) Officer –Juba-Roving)

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **10th May 2022**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

