

50.11.3  
Approved by  
Inspector

## VACANCY ANNOUNCEMENT

### SCOPE OF WORK

**TITLE:** Monitoring, Evaluation, & Learning Specialist (MELS)  
**DURATION OF CONTRACT:** First contract to end September 30, 2022, likely renewable  
**LOCATION:** Budi County, Eastern Equatoria (Greater Kapoeta)  
**SUPERVISOR:** Monitoring, Evaluation, and Learning Director



#### Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam intends to program in Juba, as well Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Greater Equatorias regions, although geographic focus may shift.

#### Position Summary:

The MELS is responsible for overall Monitoring, Evaluation, and Learning (MEL) responsibilities in their region. This includes writing appropriate Monitoring and Evaluation (M&E) plans for each activity in their region, ensuring the collection of output and outcome data for each activity, and conducting regular M&E tasks for each activity such as key informant interviews, focus groups discussions, and similar actions. The MELS will support the MEL Director in the development of additional MEL tools to conduct cluster evaluations and higher-level MEL tools and ensure the MEL Plan (MELP) indicators are adequately collected and tracked.

#### Duties and Responsibilities:

- Lead all MEL processes at the activity level for the assigned region
- In collaboration with Regional Program Managers and program staff, develop individual M&E plans for each activity inclusive of:
  - Output and Outcome Objectives
  - Output and Outcome Indicators
  - Means of Verification
  - Responsible Parties
  - Timelines
- Support the collection of all data required within the activity M&E plans, inclusive of conducting key informant interviews, focus group discussions, circulating questionnaires or other relevant activities
- Request the support of the program staff to collect data required by the M&E plans when needed – inclusive of photographs, attendance sheets or other items
- Responsible for seeking assistance from the MEL Director on a regular basis when developing plans, to seek input on any complex or unusual activities
- Ensure all M&E products maintain a level of quality consistent with USAID expectations
- Support the M&E Manager as requested in the development of additional M&E tools including the MELP; cluster evaluations or other qualitative tools; baseline surveys; program indicators
- Support data collection on the ground for any cluster evaluations or baseline, mid and final surveys as requested by the MEL Director; inclusive of helping coordinate logistics required



- Contribute to learning processes at the regional level, including leading discussions at the conclusion of individual activities to discuss lessons learned and potential follow-on activities
- Provide recommendations to program teams on how to improve or build-on completed activities
- Any other tasks as assigned by your supervisor or Chief of Party

#### **Education and certifications:**

- Post-secondary Diploma in a relevant field required, a university degree preferred. Other relevant certifications will be considered.

#### **Key Position Competencies and Experience:**

- At least three (3) years of progressive experience in conducting M&E activities in donor funded programming
- Prior experience working on USAID-funded projects, including recent experience with stabilization, peacebuilding, and/or democracy and governance projects
- Proficiency in Microsoft Office programs
- Experience in developing and using all basic M&E tools such as key informant interviews, written questionnaires, and focus group discussions
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Fluency in English at least one of Didinga or Buya languages; Arabic and Toposa an advantage
- Have a basic understanding of local and national context, and an understanding of conflict issues at the state, county, payam, and boma levels

#### **DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

#### **Application Process:**

To apply, please send your CV and Letter of Motivation **as one single document** to [shejhsalam-administration@dt-global.com](mailto:shejhsalam-administration@dt-global.com). Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Friday, October 01, 2021 at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

