



50-H3  
Approved  
25/11/2024  
**Windle Trust  
International**

## JOB OPPORTUNITY

**This position is open to South Sudan nationals only.**

Applications are welcome equally from South Sudanese women as well as men.

JOB TITLE:	Monitoring and Evaluation (M&E) Officer, ASEP
NUMBER OF POSITIONS	One (1)
LOCATION:	Juba
Reporting to	M&E Manager, ASEP
APPLICATION OPEN DATE	25 <sup>th</sup> November 2024
APPLICATION DEADLINE	13 <sup>th</sup> December 2024, 4:00 pm South Sudan Time

### I. Introduction

Windle Trust International (WTI) is a specialist educational INGO that has been operating in South Sudan since 2005. WTI is set to implement an 'Accelerated Secondary Education Programme' (ASEP) funded by World Bank under its '**Building Skills for Human Capital Development (BSHCD) in South Sudan**', being administer by the Ministry of General Education and Instruction (MoGEI). The programme targets 5,000 unqualified/untrained, volunteer teachers who will complete a condensed two-year accelerated secondary education cycle and acquire a South Sudan Certificate of Secondary Education (CSE) to enable them to undertake professional teacher education through pre-service, in-service, continuous professional development trainings or a university degree in education.

WTI has extensive experience in delivering educational programmes in Eastern Africa and the Horn of Africa. We envision a world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the social and economic progress of their communities. We recognize that poverty and inequality in society are deepened and driven by illiteracy and lack of skills, and thus believe in the power of education to transform society. Hence, WTI strives to expand access to high-quality education for communities impacted by conflict, displacement, or discrimination.

### II. Job Summary

#### a. Job purpose

Working under the supervision of the Monitoring, Evaluation, Accountability and Learning (MEAL) Manager, the M&E Officer will be responsible for monitoring the result framework of the project, and will lead data collection, analysis, and reporting to inform programme performance, learning, adaptation and improvement. The M&E Officer will work with the project team led by the project manager, the beneficiaries and other stakeholders, to generate data and impact stories for periodic programme reports.

#### b. Key Roles and Responsibilities

##### 1. Project management:

- Design evaluation studies, including selecting appropriate methodologies and tools for impact assessments.





- Prepare and disseminate comprehensive reports to stakeholders, highlighting achievements, challenges, and recommendations for future strategies.
- Work closely with the Project Manager, Regional Cluster Coordinators and state Focal Persons to ensure that feedback from programme participants and other stakeholders is shared timely with the relevant stakeholders especially the MoGEI.
- Carrying out data quality assessments based on agreed project indicators to guide decision making and review monthly progress reports and ensure they have evidence to back-up and provide feedback to the respective to donor.
- Foster a culture of continuous learning within the project team by ensuring that lessons learned are integrated into programme planning and execution.
- Coordinate and conduct regular/periodic monitoring visits to various ASEP centres across project locations to follow up progress of ASEP learners who receive scholarship under the project.
- Develop, maintain, manage and update all database and monitoring records of all ASEP learners and related information.
- Support the project team to document stories of change or impact of ASEP project on the lives of the learners and their aspirations for the future.
- Lead on baseline, midline and endline studies as required to ensure that the project delivers impactful interventions and its implementation robust and efficient in responding to emerging needs and challenges of the participants.
- Design feedback mechanisms and work with the project team to ensure that the voices and concerns of participants and other stakeholders are effectively captured and responded to.
- Any other tasks relevant to the position as directed by the line manager.

### III. Person specification

#### a) Required personal qualities

The successful candidate will be expected to meet the following required qualities:

- Demonstrable and effective management capability and skills.
- The ability to communicate effectively and relate easily with staff, project participants/beneficiaries, Ministry of General Education and Instruction (both at national and state levels).
- The ability to motivate and inspire student-teachers to achieve high standards in academic performance, and potentially develop their professional teacher capacities.
- Ability to manage project budgets and oversee financial management and reporting in accordance with approved project budgets, WTI's policies and procedures, and donor requirements.

#### b) Required professional qualifications

- Bachelor's degree in Monitoring and Evaluation, Statistics, Development Studies, Social Sciences, Business Administration, Project Planning and Management or Diplomasimilar, with at least 3 years of relevant experience as a minimum expectation.
- Certified professional training in M&E is an advantage.
- Excellent English Language professional proficiency (both spoken and written).
- Competent computer user, with knowledge and experience of Microsoft Office applications including MS Word, MS Excel, MS Power Point (or similar) and other data analysis software packages, internet and email skills.
- Demonstrable relevant experience working in an international nongovernmental organisation in a similar position for at least 3 years, is required.

### IV. How to apply:

Submit your CV, letter of motivation, certified copies of academic documents and National ID electronically (by email) to [Jobs@windle.org.uk](mailto:Jobs@windle.org.uk) copying [Galdino@windle.org.uk](mailto:Galdino@windle.org.uk) or hand-deliver hard copies to WTI Juba Office located in Juba located at Gudele Road opposite Antipas Pharmacy behind Loggo Petrol Station. Applications must be submitted before or by the **13<sup>th</sup> December 2024**, and no later than 4:00pm South Sudan time. **Applications submitted after this deadline will be rejected.**



**NB: Please indicate on the subject line the position you are applying for**

**Qualified and experienced females are strongly encouraged to apply.**

Windle Trust International has zero tolerance to all forms of sexual exploitation and abuse, human trafficking, child abuse, child labour, discrimination, fraud and corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated by WTI. WTI will carry out thorough background checks to screen applicants and ensure their suitability for the position, and any pending sexual exploitation and abuse (SEA) allegations or abuse will lead to disqualification or termination of the application process.

**Windle Trust International does not charge any fee at any stage of recruitment. Do not be cheated! Report any concerns to Management at [Welfare@windle.org.uk](mailto:Welfare@windle.org.uk)**

**NB: Only shortlisted candidates will be contacted.**

