



Médicos del Mundo (MdM-Spain)

SD-H-3
Approved by
Supervisor 9 Lobau
19 NOV 2024

Position needed:

INTERNAL AND EXTERNAL APPLICANTS

Monitoring and Evaluation (M&E officer)-Roving (urgent)

Location: Bor, South Sudan

19 NOV 2024

MISSIONS

The M&E Officer will be responsible for monitoring and ensuring high-quality inputs of the project data on time. S/he will be responsible for contributing to the design and implementation of M&E activities for Md M projects in South Sudan. The M&E Officer will work closely with the Health and MHPSS Teams for quantitative and qualitative analysis of data.

GEOGRAPHICAL SCOPE OF INTERVENTION

The successful candidate will be based in Bor with regular field visits to Twic East County.

ORGANIZATION CHART

The successful candidate will be under the overall guidance of the General Coordinator with technical links to the mission's Health Coordinator and MEAL referents at HQ.

FUNCTIONS

The Monitoring and Evaluation Officer will contribute to the development and strengthening of monitoring, and evaluating procedures per the plans and directives of the health technical teams and the General Coordinator:

M&E System development, implementation and follow-up

- Map the M&E tools and practices utilized at the mission level.
- Compile all donor and internal indicators/data collected to understand the M&E requirements of the mission.
- Based on findings, develop a coherent M&E framework, in collaboration with the national coordination team.
- Oversee and support programs in the timely development and implementation of monitoring framework and tools.
- Develop and implement the Monitool and ensure regular updating, including submission of monthly verification documents by implementing partners.
- Follow up on the mission indicators.
- Conduct regular field visits to ensure that data reported by field teams meets the dimension of data quality.
- Centralize all data collected on the mission.
- Propose, support and contribute to evaluations focusing on the overall performance programs.
- Produce M&E reports containing summary data, reviewing overall performance against targets.
- Identify M&E tools and material that can support MdM advocacy at local, country and international levels, in cooperation with the coordination team.



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-Evaluate the importance and relevance of tools used continuously to maximize program efficiency and utilization of data.

-Conduct regular data review meetings with field staff to assess progress, analyse, interpret and discuss M&E data/findings and suggest adaptations to technical and coordination teams that can be implemented to improve project outcomes.

Capacity building

-Coordinate and provide refresher M&E training for program staff as needed.

-Coach, train, and mentor MU staff with the aim of strengthening their data collection and reporting.

Reporting

-Participate in mission document production, especially proposal/concept notes, interim and final reports, and writing for institutional donors.

-Liaise with implementing partners on the consolidation of monthly data/reports.

Procedures

-Maintaining full confidentiality for all work-related information and data

-Provide data and information regarding activities always when necessary

-Ensure that donor, partner and mission management data queries are addressed in an accurate and timely manner

-Perform field visits to ensure the quality of data collected by staff and to verify its accuracy.

Other duties

-Participate in internal project coordination and planning meetings.

-Follow-up on any other tasks delegated by the General Coordinator/Health Coordinator related to MdM projects in South Sudan.

REQUIRED QUALIFICATIONS

Academic background: Professional diploma/degree in social sciences and/or computer science.

Language requirements: High level of written and spoken English. Arabic is desirable.

Computer requirements: Excellent skills in Microsoft Word, Excel and PowerPoint.

EXPERIENCE

- At least one to two years of professional experience in Monitoring and Evaluation (essential) preferably with an NGO.

- Experience in designing tools and strategies for data collection

Previous experience in conducting quantitative and qualitative evaluations (surveys, social studies, technical papers etc...)



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- Capacity to produce high-quality briefs and reports
- Knowledge of M&E and statistics tools (Excel, SPSS or other databases, etc...) and the Logical Framework.
- Excellent level of proficiency in Windows Excel and quantitative and qualitative analysis.
- Demonstrated ability to train and build the capacity of teams.
- Previous work in humanitarian responses in similar contexts and experience with donors such as UN agencies, SSHF, DFID, USAID, ECHO etc. will be considered an asset.

COMPETENCY PROFILE

- Excellent knowledge of monitoring and qualitative/quantitative data collection methodologies and analysis.
- Ability to work quickly, under pressure and within short deadlines.
- Ability to manage priorities and meet deadlines.
- Strong Organizational skills.
- Excellent reporting skills.
- Excellent communication skills, cultural sensitivity and the ability to work well within a team.
- Flexibility to work and adapt to challenging and rapidly changing environments.
- Strong commitment to the organization and its values.

AVAILABILITY

Start date: December

Contract duration: 4 Months (extension dependent on funding).

HOW TO APPLY

Application and CV and cover letter/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: hr.ss@medicosdelmundo.org.

And hand delivery will be drop to our head Office Juba, Next to South African Embassy
OR MDM BOR OFFICE

Applications deadline is Friday 6th December- 2024 @ 4:00pm

Please note:

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and/or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition.

Recruitment processes are open to all qualified candidates and MdM does not charge fees to applicants at any stage.



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