



Job Announcement

The Near East Foundation (NEF) is a non-profit international development organization that has supported livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus since 1915. NEF draws on local teams, experience, and partnerships in these regions to create community-led solutions to reduce poverty, create economic opportunity, and empower conflict and crisis-affected groups to improve their future outlook and wellbeing. Our programs are organized around three pillars: Inclusive Economic Development, Climate-resilient Development, and Stabilization and Peacebuilding.

Position: Monitoring, Evaluation, and Learning (MEL) Officer

Reports to: Programme Director, South Sudan

Location: Juba, South Sudan

Travel: 25-50% to NBeG, Unity, Warrap States and Abyei Administrative Area

Status: Full-time Employee

POSITION DESCRIPTION

The Monitoring, Evaluation, and Learning (MEL) Officer is a key member of the Near East Foundation team in South Sudan. The MEL Officer has the responsibility to coordinate and ensure the successful implementation of projects' MEL plans.

RESPONSIBILITIES

Under the overall supervision of the Programme Director and in close coordination with the functional MEL Director in Sudan, Regional and HQ MEL team, the MEL Officer will have the following duties and responsibilities:

- Finalize and or contextualize Project's MEL plans;
- Lead in the development and updating of the detailed implementation plans (DIP's) and indicators tracking tables (ITT's);
- Manage and report on the implementation of the Project's MEL plans;
- Operationalise all monitoring and evaluation tools (AKVO software and smartphones, project database(s), etc.), including updating and finalising NEF's Institutional Capacity Assessment (ICA) tool in collaboration with HQ MEL Manager and project technical staff;
- Train and support field officers and partner staff/volunteers implementing baseline, follow-up and end-line surveys (with AKVO tools), and collecting project activity data;
- Support the Programme Director in developing the project Communication and Visibility Plan in accordance with donor guidelines;





- Lead in conducting key informant interviews, focus groups and roundtables in close collaboration with other team members as required;
- Review and ensure the quality and accuracy of the data collected and stored (data cleaning and entry);
- Regularly treat and analyse the data to be reported on the project's performance indicators, working with the Project Director to prepare a response plan if data highlight unintended or inadequate results;
- Review and contribute to the project annual and final reports;
- Participate in monthly country coordination calls with NEF HQ and report progress monthly to key country and HQ staff;
- Facilitate the statistical analysis (using SPSS or equivalent tool) for project impact assessments in coordination with the MEL Director;
- Facilitate the processes for project's mid-term and/or final evaluations in coordination with the MEL Director;
- Contribute to project learning activities in coordination with the MEL Director and HQ Staff;
- Perform other relevant duties as assigned.

QUALIFICATIONS

The successful MEL Officer must be a self-directed individual with the following qualifications:

Basic Qualifications:

- Bachelor of Arts, Science, Social Sciences, Economics, Statistics or related field;
- 3 years of M&E experience in community- development projects, humanitarian work, or related field;
- Demonstrated experience and capacity in conducting data collection and data analysis;
- Previous experience in drafting or contributing to reports;
- INGO experience preferred, or experience interacting with vulnerable populations;
- Fluency in English and proficiency in Arabic and South Sudan Local languages are required;
- Eligibility to live and work in South Sudan without company sponsorship.

Preferred Qualifications:

- Experience with EU and UN grants;
- Experience in data collection in South Sudan.





Position Criteria:

- Interact with project stakeholders in a professional and pleasant manner;
- Effective interpersonal and written and oral communication skills;
- Ability to work independently and/or collaboratively; organise work, meet deadlines, and maintain composure;
- Ability to take instructions and criticism constructively;
- Excellent interpersonal and problem-solving skills, creativity, and flexibility.

To apply:

NEF will accept rolling applications until the position is filled. Review of applications will begin on **Wednesday, October 26, 2022**. Interested candidates are encouraged to apply as soon as possible.

Please visit our website <https://www.neareast.org/careers/> to submit your application online. Acacia village. Gudele 2, Juba South Sudan.

Please apply by submitting the following documents in the English language:

1. Cover letter outlining relevant experience and availability
2. Curriculum Vitae
3. List of three references

Applicants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.neareast.org.

The Near East Foundation promotes Equal Opportunities for all applicants seeking employment.

Please note only shortlisted candidates will be contacted.

Pre-employment Checks

Any Employment with the Near East Foundation will be subject to the following checks prior to start date:

- A satisfactory Restricted Party Screening.
- Receipt of satisfactory references.
- Proof of eligibility to work in the national location for this role.

