



Position Title: **Nutrition M&E Officer**
 Location: **50% Field, 50% Country Office**
 Report To: **Temporarily to Nutrition Project Coordinator**
 Contract period: **3 months' probation period with possibility of contract extension depending on the performance and availability of donor fund**
 Closing Date: **30th September 2021**

Across is a faith based international non-governmental organisation and seeks to a recruit committed Christian, passionate about his/her work and willing to demonstrate his/her faith at the work place.

JOB OVERVIEW:

Providing expertise in M&E planning and methodology, Monitoring and Evaluation Activities, Analysis and Reporting, Evaluations or Special Studies and Knowledge Management.

SCOPE OF ROLE:

Program/project design and learning

- Participating in and providing support to project design activities including development of project theories of change and strategic frameworks (Results Frameworks, Log Frames)
- Establish and maintain project level information management system
- Helping determine performance and impact indicators and targets
- Design and constantly updates project M&E plans, impact measurement tools and systems
- Develop and test project monitoring tools
- Organize on going sector level quarterly review, reflective practice, evaluation and progress monitoring events by involving communities and local partners;
- Design approaches to timely collect field level information required by donors and/or stakeholders
- Proactively ensure networking and sharing of lessons from the central program with strategic partners and other stakeholders
- Ensure that learning from previous projects is incorporated into project design where applicable

Monitoring and evaluation

- Ensures the timely execution of projects monitoring and evaluation measures(baseline survey, midterm evaluation, data quality audit and field supervision)
- Track project performance against work plans;
- Timely update of M&E plan and provide feedback to program staff on implementation status and quality.
- Conducting or providing support to data quality assessments (conduct regular data verification exercises to ensure quality data collection and reporting compared to the recommended sphere standards)



- Assist with monthly and/or quarterly performance indicator analysis, including generation of reports as well as presentations to staff on on-going performance;
- Provide M&E inputs for reports written during project implementation;
- Supporting or leading evaluation teams
- Take part in project evaluations and surveys such as SQUEC, SMART, SENS and KAP surveys
- Provide technical assistance to staff and partner organization/CHD on information management system, proper data collection and record keeping;
- Provide consistent supportive supervision to strengthen staff performance as necessary to meet monitoring objectives;
- Verify entered data for completeness, correctness, and consistency and follow up on any data quality issues;
- Document findings from data quality audits and store in project files to ensure collective and sustainable access;
- Actively participate in and contribute to M&E team activities, system assessments, development and implementation of new systems and/or tools aimed at strengthening overall M&E practices;
- Occasionally participate or takes lead in project related forums
- Contributing to institutional learning processes by tracking best practices in monitoring and evaluation

Information management and reporting

- Establish and maintain project information management system;
- Compile and systematically file regular project monitoring reports(weekly, monthly, quarterly, annual) including lessons learned
- Ensure accountability mechanisms is established and implemented by the project staff
- Cleaning, sorting, categorizing and organizing data
- Analyzing quantitative and/or qualitative data and summarizing findings
- Disseminating evaluation findings and project results to donors and other stakeholders

Capacity building and supervision

- Training field staff in monitoring and evaluation processes and providing on going coaching
- Assist Nutrition sector staff in adopting/designing, monitoring and reporting tools as well as ensuring the establishment of database management system
- Organize orientation for front line staff, partners' staff and volunteers on the monitoring tools and train them on how to use data for decision making;
- Assist field staff in completing performance management activities including: performance planning, monitoring, and annual performance appraisals;
- Perform other task related duties assigned/proposed by the supervisor

QUALIFICATIONS

- **Education:** Degree/diploma in statistics, computer science/IT/or any related field.
- **Experience:** Not less than two year working experience in monitoring and evaluation, Familiarity with statistical soft wares (NIS, ENA, EPI info and SPSS) and familiar with health/nutrition sector and Experience in conducting nutrition assessment.
- **Language:** Fluency in oral and written English. Understanding of the local language (Juba Arabic) will be an advantage.



- **Other Desirable Skills:** Very good inter-sectoral coordination skills
- **Professionalism** – Effective organizational skills; high drive for results and commitment, good understanding of log frame analysis and M&E plan and Strong data collection, analysis, and report writing skills.
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field.
- **Planning & Organizing** – Ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities.
- **Technological awareness** – Knowledge of developments in technology.
- **Other** – Can take initiative in solving problems analytically and ability to work independently under minimum supervision/support
- **Teamwork** – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communications** – Good verbal communication skills in local language/s and working knowledge of English and effective communication skills in relation to technical issues
- **Computer** - Superb skills in computer (Microsoft Excel, power point, Access and Word)

SKILL AND COMPETENCES

- Committed Christian with a heart for disadvantaged communities as refugees
- Demonstrate integrity, excellence, stewardship, and collaborative abilities.
- Display trustworthiness, honesty, confidentiality and should be comfortable working in a team setting.

How to apply:

Interested candidates should submit their updated CV, Cover letter and written Christian testimony by email to recruitment@across-ssd.org In the email subject line, include the Title and location of the position you applying for. Please apply electronically, ACROSS will not be accepting hard copies at this time.

Kindly note the following:

- Only shortlisted candidates will be contacted
- Attach copies of all documents required (Academic, personal, CV, application & Christian testimony). Any application without these attachments will not be considered.
- This Vacancy is open to South Sudanese nationals only.
- Applications once received are NOT Returnable

