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VACANCY ANNOUNCEMENT
Monitoring and Evaluation Officer

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of Monitoring and Evaluation Officer to be based in Nyamlel.

Job Purpose:

Reporting to the Northern Bahr el Ghazal Programme Monitoring and Evaluation (M&E) Manager, the M&E Officer will support strengthening implementation of M&E systems and processes for Concern's programme in Northern Bahr el Ghazal State, to ensure high-quality programme information is available and used to promote programme accountability, learning and improvement. The jobholder will support the implementation of the M&E activities in Concern's programme areas in Aweil West, Aweil North and Aweil South Counties. This includes being responsible for the collection and analysis of different data in relation to the programme activities and provide informed and independent professional advice to the NBeG programme with a view to improving the delivery process and achieving high impact outcomes.

Main Duties & Responsibilities:

Responsibility 1: To strengthen implementation of M&E system and processes of Concern programme in NBeG

- Guiding the planning and implementation of M&E activities at project level to ensure quality interventions in creating the desired changes in the lives of target beneficiaries.
- Supporting Project Officers, field level and collaborate staff to implement M&E systems and processes.
- Undertaking regular field visits to support implementation of M&E and ensure that systems are being implemented according to plan at the field level and communicate any issues or inefficiencies that arise to the M&E Manager in a timely and proactive manner.
- Conduct qualitative and quantitative field monitoring of project implementation, and guiding staff and partners on collection of the same from project activities.
- Ensuring that project-monitoring arrangements comply with donor agreements and the provisions of such agreements are fully observed during project implementation.

- Supporting and participating in external supervision and evaluation missions of donors, government bodies, HQ Staff and consultants; guided by objectives of the missions

Responsibility 2: To strengthen data collection, analysis and Knowledge management and learning within Concern and partners:

- Provide technical support as needed for programme field staff in the collection of activity- and output-level monitoring data during activity implementation.
- Maintain an up to date database on every aspect of each project to make information readily available to management for utilization and decision-making.
- Guiding the process of identifying, documenting and sharing case studies, lessons learnt best practices and success stories within Concern and externally with donors and peers.
- Support M&E Manager to promote documentation and sharing of programme impact and learning;
- Support the M&E Manager and Programme Managers in the implementation of programme evaluations, assessments, surveys, needs assessment and operations research as required.
- Actively promote sharing of learnings from baselines, end-lines, reviews and evaluations internally and externally.
- Support development of data collection tools and management of the whole process of data collection, analysis and communication to provide statistics for outcome assessment;
- Work with programme managers to support field staff and partners to apply lessons learnt, follow up on progress through monitoring and provide on-going support.
- Ensuring proper hard copy filling of key project documents including proposals, budgets, contracts, MoUs, reports, distribution lists and other key supporting documents that are not on finance documents for audit purposes.
- Support maintenance of Project Toolkits for all projects and the programme in NBeG.

Responsibility 3: Reporting and Capacity Building

- Support preparation of consolidated progress reports in accordance with approved reporting formats and timing, through provision of data and inputs for all the reports (weekly, monthly, quarterly etc.).
- Conduct training needs assessment in the area of M&E for Concern field staff, plan and carry out, in consultation with the M&E Manager, trainings to improve the capacity of staff in implementing M&E activities;
- Track the performance of the project activities and outputs against expected results and adjust implementation processes to ensure the projects are progressing towards the intended outcomes as guided by the M&E Plans.
- Conduct support supervision and provide feedback to the project staff, including areas that require improvement.

Responsibility 4: To support operationalization of accountability in Concern South Sudan:

- Support in coordination with the Programme Support Officer (PSO) and Gender and Protection Officer (G&PO) implementation of Concern's Accountability Framework, and continuously contribute to its improvement.
- Ensuring that information about Concern programme and approaches are available to target communities, notably through supporting development of visibility leaflets, community orientation sessions, etc.
- Support and participate in all periodic progress reviews, most times facilitating the reviews.
- Support the PSO/G&PO in establishing and rollout of Community Feedback and Response Mechanisms (CFRMs) in NBeG of Concern programming and accountability guidelines through facilitating community consultations jointly with the programme team.
- Respecting, upholding, and actively supporting the broader Concern Worldwide South Sudan and Concern Worldwide organisational development initiatives within the context of NBeG e.g. Equality, Disaster Risk Reduction, Resilience Building, Advocacy, Programme Participants Protection and Capacity building.
- Ensuring proper filling of key project documents including proposals, budgets, contracts, MoUs, reports, distribution lists and other key supporting documents that are not on finance documents for audit purposes.

Others

- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc.).
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).
- Undertake other related duties as may reasonably be assigned by the Area Coordinator or the line manager

Qualification

Essential

- University degree preferably in Social Sciences, Statistics, development studies, or other relevant discipline
- Diploma and or short courses in Monitoring and Evaluation
- Advanced computer skills in all MS Office programmes.

Desirable

- At least 3 years' experience in implementing monitoring & evaluation functions in a humanitarian/recovery context and/or development programme
- INGO experience in multi-sectoral programs, (Nutrition, Health, WASH, food security and livelihoods, etc.)

Technical Skills & Abilities:

- Experience in M&E methods and approaches (including quantitative, qualitative and participatory).
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Demonstrated ability to transfer knowledge to diverse audience through training, mentoring and other formal and non-formal methods.
- Demonstrated experience and skills in information analysis and writing comprehensive and high reports.
- High level of influencing skills and ability to encourage others to willingly follow Ability to transfer knowledge through formal and informal training.
- Excellent oral and written English skills
- Proficiency in database development/management, and skills in analyzing, interpreting and communicating data and information.
- Strong analytic skills (quantitative and qualitative).
- Experience in using data analysis soft wares especially DHIS, NIS, or SPSS,
- Computer skills including MS office (Word, Excel, Outlook, PowerPoint & Access).
- High writing skills including editing documents like reports, proposals, log frames.
- Solid understanding of rural development with focus on participatory processes and gender issues.

Competencies:

Essential

- Managing your self
- Influence, Advocacy and Networking
- Communication
- Leadership

Desirable

- Delivering Results
- Planning and Decision making
- Creativity and Innovation
- Change management

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their nationality ID and copies of educational certificates to: HR Department at Nyamlel field office not later than 28th July 2022.
2. The position is strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. Please complete the summary profile form when submitting your application.
5. Note that the referees should be from your current or previous employer

