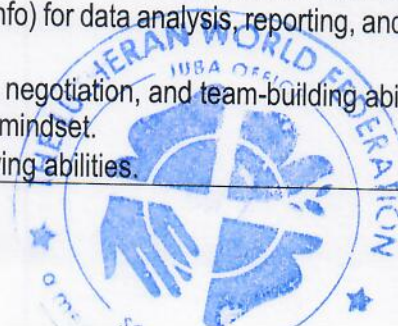
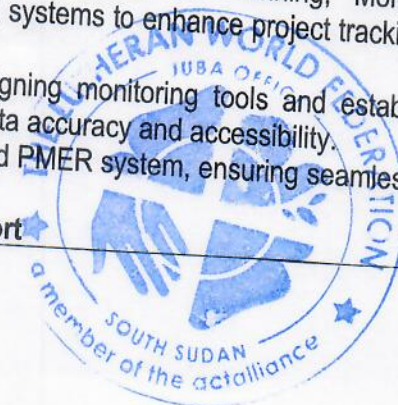


Position Description	Position Title: Planning, Monitoring, Evaluation, and Reporting (PMER)/MEAL Manager
Place of Assignment:	Juba, South Sudan
Application starts and end date	5 th August to 24 th August 2026
Supervisor's title:	Program Coordinator (PC)
Supervises:	Senior PMER Officer
Work Time	100%
Average travel days per year	☒ extensive (more than 20) ☐ limited (7 – 19) ☐ little (less than 7) ☐ none
Content of the position	
Purpose	The PMER Manager is a key member of the Juba-based Program Unit, reporting to the PC. This role is essential in strengthening LWF South Sudan's Monitoring & Evaluation (M&E) system, ensuring data-driven decision-making and program effectiveness across field operations. S/He will lead the generation, organization, analysis, and presentation of program data, while providing technical support and capacity building to field teams to enhance M&E implementation. Through regular field visits, the role will assess project implementation, document emerging issues, provide technical guidance, and ensure LWF management remains informed on key M&E developments. Additionally, S/he will spearhead knowledge management and work closely with the PC and thematic advisors to design data-driven projects. As a core member of the proposal development team, they will lead the M&E, Evaluation, Research, and Learning (MERL) sections, ensuring robust logframes and results frameworks. The incumbent will also support strategic planning and reporting, including quarterly, bi-annual, and annual management reviews, contributing to evidence-based programming and continuous improvement.
Required Qualifications	• Master's degree or higher in Monitoring & Evaluation, Development Studies, Social Sciences, Applied Economics, or a related field. • Minimum of 5 years of relevant seniority experience, preferably with an International NGO or in humanitarian settings. • Strong background in Monitoring, Evaluation, Research, and Learning (MERL), with proven experience in designing and implementing MEL frameworks, conducting research, and generating high-quality reports. • Experience in program development, proposal writing, and grant management, with a solid understanding of South Sudan's development landscape. • Proficiency in statistical tools (STATA, SPSS) and mobile data collection platforms (Kobo, ArcGIS, Activity Info) for data analysis, reporting, and impact assessment. • Soft Skills: Strong communication, negotiation, and team-building abilities, with a results-driven and strategic mindset. • Strong analytical and problem-solving abilities.



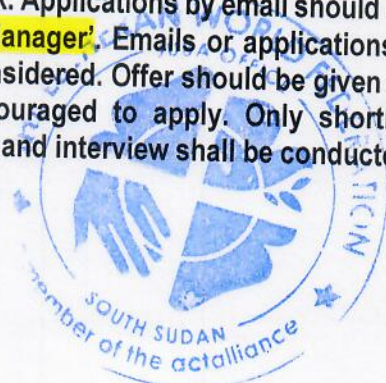
	• Positive attitude and approach, which will help colleagues to overcome challenges. • Ability to work under minimal supervision, under pressure, and on potentially irregular working hours. • A demonstrated ability to multi-task, meet deadlines, and process information in support of changing program needs is necessary. • An impeccable professional standard of ethics, commitment to humanitarian principles, as well as the willingness and ability to enforce compliance with the LWF and donor policies and procedures is essential.	
Additional Study and Experience	• Demonstrate experience with different donor finance compliance and reporting, especially EU, UNHCR and US funding. • Demonstrated experience in the management of projects with other NGO partners as subgrantees. • Commitment to train staff and local partners to increase their capacity. • Track record of leading cross-functional teams, fostering stakeholder engagement, and integrating data-driven decision-making into program strategies.	
LWF Core Skills	• Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others	Level resource Level advanced Level advanced Level resource Level resource Level advanced
Required Skills	• Communication • Capacity-building/training • Advocacy • Facilitation / Negotiation • Innovation • Stakeholder Management / Partnership • Networking	Level advanced Level resource Level resource Level advanced Level advanced Level advanced Level advanced
Position Environment and Dimensions	Internally, interacts with the technical leads, Grants officers, the Finance Team in Juba, the Area Coordinators and Project Coordinators, Monitoring and Evaluation Officers and the Project Teams. • The PMER will also engage with the Human Resource Coordinator and the Logistics and Procurement Coordinator to ensure smooth and regular project support functions are in place. • The Project Coordinator will have regular engagement with the regional PMER team, and the Global Funding Team (GFT), based in Geneva. Externally, interacts with Partner NGOs (Subgrantees) in the project and networks with other similar NGOs with common interests relevant to the project.	
Key duties and responsibilities	Key Responsibilities Develop and Strengthen PMER Systems • Lead the development and implementation of Planning, Monitoring, Evaluation, and Reporting (PMER) systems to enhance project tracking and reporting. • Provide technical support in designing monitoring tools and establishing centralized databases, ensuring data accuracy and accessibility. • Oversee the LWF online web-based PMER system, ensuring seamless data entry, retrieval, and reporting. Capacity Building & Technical Support	



	• Train and support country office and field staff in effectively utilizing the web-based PMER system for project management. • Develop and maintain standard operating procedures (SOPs) for data management, ensuring compliance with LWF guidelines. • Provide ongoing mentorship to field-based data management staff to enhance their skills in data collection, analysis, and reporting. Data Management & Reporting • Ensure timely upload and management of proposals, baselines, log frames, monitoring indicators, and reports onto the PMER system. • Assist in the preparation, verification, and finalization of high-quality monthly, quarterly, and annual progress reports in compliance with LWF and donor requirements. • Extract and analyze dashboard reports from the PMER system to support decision-making by senior management. Impact Assessment & Learning • Support programs in conducting timely outcome and impact assessments for various projects, ensuring data-driven decision-making. • Facilitate regular learning sessions based on findings from project data to improve program design and implementation. • Lead efforts in digitalizing the country program's data collection and reporting processes. Strategic Planning & Compliance • Collaborate with program and finance teams to develop and upload the Annual Program-Budget Overview (PBO) and ensure timely revisions. • Ensure the Country Results Framework (CRF) is developed, updated, and aligned with donor and LWF reporting requirements. • Keep staff informed on new developments in data management systems from LWF and donors, ensuring compliance with the latest standards. Technology & Innovation • Support country and field offices in procuring and utilizing high-quality digital tools for data collection and analysis. • Develop and implement tools for streamlined field data collection, ensuring efficiency and accuracy. • Manage and enhance the country program's archiving and filing systems, ensuring accessibility and security of program data.
Special duties	As may be assigned by the direct supervisor.
Major Challenges	• To ensure high levels of accountability and integrity within the LWF Project Teams and more so with the Subgrantees and especially those with noted capacity gaps.

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office through recruitment.southsudan@lutheranworld.org. Hand delivery is accepted and can be brought to LWF office Juba NCA Compound Buluk. Applications by email should come with the subject 'Application for PMER/MEAL Manager'. Emails or applications that don't have that in the subject box will not be considered. Offer should be given upon funding approval. Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews. Shortlist and interview shall be conducted on a rolling basis due to the urgency of the position



Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks to be done by the LWF Human Resources office.



MISCONDUCT DISCLOSURE
SCHEME

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

