

Watering the
Seeds of Change



Water for South Sudan Foundation
Plot #600 Block-E-Extension
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Job Open date: October 22, 2021.

Job Title: Monitoring & Evaluation officer

Job Propose

Water for South Sudan Foundation is seeking to employ Monitoring and Evaluation Officer (M&E Officer) with excellent communication skills, both written and verbal.

The M&E officer will be responsible for designing and implementing the M&E activities of the Project; assisting the WASH Manager in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

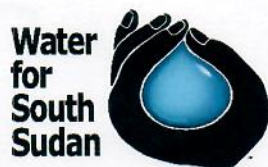
The Monitoring and Evaluation Officer works in close collaboration with work closely with project team and operations clusters, Government officials, private sector, non-government and civil society organizations.

Hours: This is a full-time job (40 hours per week) which will require additional hours and working on weekends.

Accountability: Monitoring & Evaluation officer report to program / WASH Manager.

Duties and responsibilities:

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output.
- Recommend further improvement of the logical frame work.
- Develop monitoring and impact indicator for the project success.
- Monitor and evaluate overall progress on achievement of results.
- Monitor the sustainability of the project's results.
- Provide feedback to the Project Manager on project strategies and activities.
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying completing project activities and developing plans.
- Report monthly, quarterly, and annual progress on all project activities to Project Manager.
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project.
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team of Water for South Sudan Foundation.
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports.
- Support monitoring and evaluation of the effects and impact of the project.



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- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E.
- Assist the project personnel with M&E tools and in supporting them in their use.
- Perform other duties as assign by project manager.
- Organize and conduct training on M&E for project and government staff.
- Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations.
- Provide input and update information related to project outcome.
- Assist Project Manager in preparing monthly and quarterly reports on project progress based on M & E reports on project activities;
- Prepare Issues Log and Risk Log for the project;
- Develop M&E system for the Project and for the government counterpart/stakeholders;
- Prepare and maintain data base.

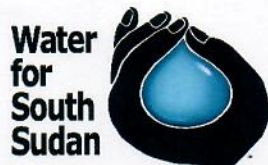
Required Skills and Experience

- University Degree preferably in Monitoring and Evaluation, Project Planning and Management or related field.
- In-depth knowledge on MIS, M&E and development issues
- In-depth knowledge on in Geographical Information System (GIS) is key.
Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.
- Experience in designing tools and strategies for data collection, analysis and production of reports;
Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software (SPSS for Windows)
- Consistently approaches work with energy and a positive, constructive attitude
Demonstrates strong oral and written communication skills

WFSSF's safeguarding policy

WFSSF is fully committed to safe recruitment, selection and venting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our code of conduct and safeguarding policy throughout the recruitment process. As such, the following safe recruitment practices will be applied:

- **WFSSF have zero tolerance for Protection of Sexual Exploitation Abuse (PSEA)**
- All offers of employment will be conditional on receiving at least two satisfactory professional references.
- All essential qualifications and relevant professional accreditation and memberships will be



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verified.

- The successful candidate will be required to provide a valid proof of identify (passport, ID card).
- All new hires will receive an orientation in WFSSF's safeguarding policy and procedures and associated documents (code of conduct, Whistleblowing etc).
- All new hire will be required to sign and abide by the code of conduct as a condition of employment.

How to Apply

Interested applicants are requested to send updated CV, cover letter explaining your motivation and interest in the position, academic credentials and national ID to stella.ganun@waterforsouthsudan.org and CC: ater.thiep@waterforsouthsudan.org or hand delivery to Water for South Sudan Head Office in Eastern Bank-Wau and/or WFSS Coordination Office in Juba located in NGO Forum /Concern Worldwide building and reference "Administration Manager" in the subject line of the email.

This is a national position and ONLY South Sudanese national and qualified women are highly encouraged to apply.

Applications Friday, **November 5th, 2021 at 12:00PM** and reference "**Monitoring & Evaluation Officer**" in the subject line of the email.

Only shortlisted candidates will be contacted.



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