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THE LUTHERAN WORLD FEDERATION, WORLD SERVICE
SOUTH SUDAN COUNTRY PROGRAM



Vacancy Announcement	
Job Title:	Monitoring and Evaluation Officer
Location:	Magwi
Reporting Line	Area Coordinator/M&E Manager
Contract Duration:	6 Months
Deadline:	21 st April 2023

JOB ROLE:

Under the guidance of the Area Coordinator with Technical support from the Juba PMER Manager, the M&E Officer will assist in the development, management and implementation of monitoring and evaluation Systems to ensure effective tracking of progress in project implementation against project goals and objectives and provide information for planning and management of project activities.

BACKGROUND:

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF Currently works in 5 of the 10 states of South Sudan including Central Equatoria, Eastern Equatorial, Jonglei, Upper Nile and Unity.

KEY RESPONSIBILITIES:

- Monitoring & Evaluation system/Strategy developed and implemented
- Ongoing projects monitored and data collected, analysed and shared for internal decision-making processes and internal/external reporting
- Periodic monthly, quarterly, semi-annual and annual donor reports prepared/reviewed and submitted on time
- Market Assessments, PDMs, Baseline, Mid-term review and end-of-project evaluations designed and implemented
- Project Staff trained in monitoring & evaluation
- Develop and implement Monitoring and Evaluation Systems for effective monitoring of results in liaison with the Juba PMER Manager
- Ensure proper operation of Project Management Information Systems (PIMS) through data updates, regularly checking on data quality in collaboration with the project officers.
- Provide technical guidance to Project Management on data collection, analysis and reporting

- Train Project staff on the use of the M&E system and the application of M&E tools.
- Prepare or review periodic project progress reports - monthly, quarterly, semi-annual and annual reports
- Monitor the progress of ongoing projects to ensure adherence to set standards, specifications and agreed implementation time schedules;
- Liaise with other partners to monitor and evaluate aspects of IDP. Returnees and host communities' service deliveries through continuous participatory assessments
- Conduct Market assessments, Onsite and Post Distribution Monitoring
- Facilitate Outcome assessment and satisfaction survey to improve program quality and delivery
- Facilitate the design and implementation of baseline, mid-term, end line and impact evaluations.
- Contribute to the development of case studies, success stories and lessons learned to demonstrate the impact of LWF's work and inform future programming;
- Advise and make appropriate recommendations to Management on identified project implementation strategies, project targets and operational problems through reports, review meetings and site visits.
- Lead the process of Updating and sharing the Consolidated work plan and Integrated IPTT on a Monthly basis
- Ensure periodic sharing of timely and high-quality data on food security, livelihoods, protection & social cohesion and education with the management, clusters and other partners when required
- Sending reminders to Project Managers and Coordinators about internal and donor reporting deadlines and ensuring the right templates are used
- Support data quality assessments and verification to ensure that all data used for reporting and decision-making are as accurate as possible.
- Participate in periodic planning meetings to review progress and share M&E best practices.
- Secure information by completing data backups both offline and on SharePoint

QUALIFICATION AND EXPERIENCE:

- University degree preferably in Statistics, Quantitative Economics, Social Sciences, International Development, Political Science, Demography, Project Management and other related disciplines.
- PGD or Certificate in M&E, Information Management, Information Systems, Data Science, Business Intelligence & Data Analytics, etc is an added advantage
- At least three (3) years of prior experience in monitoring and evaluation for international development or humanitarian programs with a key focus on developing and implementing M&E systems, tools and procedures
- Experience in computer-based statistical analysis and visualization packages (Epi Info, SPSS, SAS, STATA, R, Power BI, Tableau, etc) as well as mobile data collection tools (KoBo, ODK, Ona, Commcare, Survey CTO, Form Builder, Teamscope, etc)
- Proven experience in using Project Management Systems (Newdea, Toladata, Dev Results, Logalto, Activity info, M&E online etc).
- Sound understanding of Project Cycle Management and support activities.
- Remarkable experience in conducting studies or evaluations.



- Excellent communication skills and ability to make formal and informal presentations both oral and written, as well as produce professional and analytical reports and learning documents
- A high level of interpersonal and management skills and the ability to establish effective working relations with various stakeholders.
- Must be result oriented and able to work under pressure and tight deadlines
- High level of integrity

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Magwi Recruitment.southsudan@lutheranworld.org.
- Hand delivery is accepted only in Magwi Office. Applications by email should come with the subject 'Application for M&E Officer'. Emails or applications that don't have that in the subject box will not be considered.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

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/>. I agree that related reference checks to be done by the LWF Office for Human Resources


MISCONDUCT DISCLOSURE

