

**JOB ADVERTISEMENT-
CIDO/VAC NO. JUB/2022/01-MEAL-O**

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Approved
25/01
2022



CIDO
Community Initiative
For Development
Organization



Job Title: Monitoring & Evaluation Officer (1 Position)

Location: JUBA (CES)

Duration: 6 months (Subject extension based on performance)

Reports to: Programs Coordinator

Start date: ASAP

Eligibility: South Sudanese National Only

Community Initiative for Development Organization (CIDO) is a non-partisan, non-profit making organization conceived in 2013 and formally registered in South Sudan in 2016 to support local solutions on critical areas of social and economic development. The agency places emphasis on promotion of Peace and peaceful co-existence among communities as the benchmark for socio-economic prosperity. CIDO implements Protection, Women Rights and Empowerment, Education, Human Rights, Health and Nutrition Projects.

CIDO is looking for a suitable candidate to fill the position of Monitoring and Evaluation Officer Juba based with frequents travels to field locations.

Purpose of the position

The Monitoring and evaluation officer will provide strategic support and guidance to CIDO south Sudan response strategies and programs/projects in all M&E processes, activities through leadership of M&E assignments to set common M&E processes, principal standards and tools to ensure quality programming and conduct formal and informal M&E trainings and coaching at organizational and community level.

Scope of Work

Main Duties and Responsibilities:



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The M&E officer will perform the following roles

- Coordinate with CIDO M&E Manager to ensure that projects have a robust monitoring plan in place, developing monitoring and evaluation guidelines, frameworks and indicator trackers for the project, in close collaboration with the Health Program Manager/Coordinator
- Support CIDO and other M&E staff with the planning and implementation of baseline surveys, needs assessments, mid-term and end of project reviews/evaluations including preparation of Terms of References and designing and implementing appropriate evaluation methodologies
- Attend periodic meetings with partners on M&E progress, challenges and way forward
- Manage project monitoring information system / databases to ensure efficient and effective collection, entry, and analysis of all project data (both quantitative and qualitative) and proper reporting of the outcomes of all projects
- Provide support to the program team in compiling reports, stressing the importance of data quality, indicator-based reporting and analysis of trends and the achievement of program
- Conduct field visits to CIDO project sites to mentor and coach staff on data collection, reporting and data cleaning to inform program and HMIS/DHIS reports
- Review reports to ensure accuracy and quality before submission to technical coordinators/managers
- Facilitate training of program staff and partners on monitoring and evaluation
- Develop Weekly/monthly indicator tracking sheets for monitoring of program achievement on a weekly/monthly basis and follow-up with the staffs on the usage of the system
- In coordination with M&E manager, ensure knowledge management (KM), emphasizing on the staff access to a library of M&E knowledge to help them better design-implement-evaluate the program
- Participate in the development of the program implementation strategy, annual work plans and other project tools
- Informs the Program managers/ coordinator on the availability and short fall of data collection tools at the health facilities and community programming
- Support the operation of feedback channels (logbook, client satisfaction and engagement surveys)
- Support the recording of feedback, analysis and accessibility of feedback data for programmatic decision making
- Work closely with consortium partners and ensure participation of quality of care/intervention monitoring together with CIDO and partner project staff while ensuring availability of data at the fields for assessing program quality.
- Support quality improvement activities within the programs/ projects
- Willingness to work with beneficiaries



Policy Compliance-Mandatory Reporting Policy (MRP)

- Ensure any violations of the CIDO sexual abuse and exploitation code of conduct are reported to the health manager. The reporting of violations is an obligation on the part of all staff members.

- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by CIDO and other humanitarian workers.

Quality assurance & routine monitoring

- Support the conducting of periodic site & community data quality checks, identify and, in liaison with Programme and M&E Manager, support implementation of requisite interventions to ensure Data quality and efficient data collection from site & community level

Required Professional and Technical Skills:

- Relevant Bachelor's Degree in field related to Data Management or Monitoring and Evaluation
- Minimum of 2 years' sound experience in Research/Program Monitoring & Evaluation role
- Demonstrated experience in the implementation and management of M&E systems, involving capacity building for field staff, as well as monitoring and promotion of data quality
- Functional knowledge) in M&E reporting to UN OCHA and other bilateral or multilateral donors preferred.
- Proven ability to mentor programme site staff in M&E, data use for decision making and quality improvement
- Experience in managing large M & E program and managing & capacitating people
- Proven experience of creating data collection tools
- Proven training/capacity building skills in M&E
- Excellent facilitation skills, and strong understanding of how to safely and accurately collect feedback from all members of a community regardless of their age, gender, or other diversity factors
- Ability to handle multiple tasks; proven self-initiative and problem solving abilities
- Proven track record of quality performance in highly pressured environments
- Computer skills, including Word, Excel, Power-Point, and Access
- Proven analytical, problem-solving skills and comfortable working under minimal supervision
- Highly organized, efficient, and able to meet key deadlines

General condition:

Applicant must not be person who has bad record or has been convicted of sexual exploitation and abuse (PSEA), or child abuse.

HOW TO APPLY:

Interested candidates should submit their application clearly marked "Monitoring and Evaluation Officer" including the vacancy number indicated (CIDO/VAC NO. JUBA/2022/01-MEALO) and cover letter, C.V written in English and Nationality ID as well as copies of academic certificates and Testimonials.



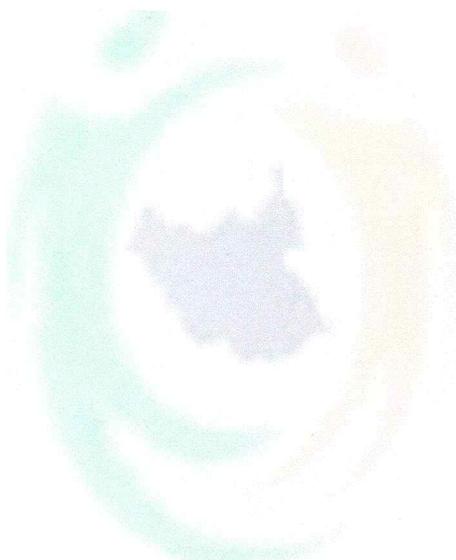
Due to COVID19 pandemic, all applications should be emailed to recruitment@cidosouthsudan.org. Or hand delivered to CIDO office in Juba Nabari near catholic University.

Deadline: 14/02/2022 at 4:00 Pm CAT

Note: Females are highly encouraged to apply and only short-listed candidates will be contacted. Application files once retained will not be returned as well as original academic documents so please submit photocopies.



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