



Seventh Day Adventist Compound,
Munuki-Bilpam Road, Juba,
South Sudan

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Approved
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29-09-2021



Job Description

RTI is an international, independent not-for-profit organization dedicated to improving the human condition through multidisciplinary technical assistance, training and research services that meet the highest standards of professional performance. RTI International South Sudan is currently implementing a US Department of Defense (DOD) funded project to provide HIV Care and Treatment and Voluntary Male Medical Circumcision services to the South Sudan Peoples Defense Force (SSPDF), their dependents and surrounding communities. We are currently seeking qualified, experienced, dynamic, and highly motivated candidates for a Monitoring and evaluation Manager position based in Juba, South Sudan.

Job Title: Monitoring and Evaluation Manager

Reports to: The Chief of Party, RTI International, Juba

Duty station: Juba, South Sudan

Duration: 11 months, renewable subject to availability of funds

Start date: 1st November 2021

Description of position

As an RTI international staff, the Monitoring and Evaluation manager is responsible for the day-to-day M&E and strategic information management functions of the RTI projects under the guidance of the Chief of Party. The M&E Manager will ensure the establishment and implementation of an effective and efficient system to monitor progress, impacts and successes of all RTI project activities and performance at all levels. The Monitoring and evaluation manager will also perform other roles, as necessary.

Specific responsibilities





- Develop, manage and implement the project's M&E systems, including relevant performance indicators, baselines, and annual targets and ensures compliance to PEPFAR requirements;
- Supervise the collection, analysis and reporting on key performance indicators by SSPDF project team members and other project counterparts;
- Support RTI to Identify, recruit and supervise consultants and contractors supporting M&E activities;
- Prepare monthly, quarterly and annual progress reports on the status of project implementation; contribute to other project reports such as annual work plans;
- Regularly review and update the project's M&E plan;
- Provides oversight for project results reporting & management in collaboration with COP & project technical staff
- Provides M&E technical assistance and capacity building for SSPDF and local partner organizations
- Ensures successful implementation of performance monitoring plan
- Ensures achievement of and accurate reporting on project milestones
- Produces performance monitoring reports and other summaries requested by the PEPFAR in-country team, DHAPP and RTI HQ.
- Support and/or contribute significantly to the analysis of project monitoring data to derive lessons for improvement and make recommendations
- Document all success stories associated with RTI in South Sudan
- Contributes to the development of standardized reporting, performance monitoring, and evaluation among RTI partners
- Coordinate with SSPDF HIV Secretariate and RTI supported sites on to verify data and ensure availability of monthly data reports.
- Oversees performance monitoring reporting associated with project close-out
- Perform other tasks that may be assigned from time to time.

Minimum Required Education & Experience

- Masters degree and 10 years of experience or Bachelors Degree and 12 years of experience in M&E or program evaluation, with a preference for health experience working on/with US government health projects.
- Experience in data management, (e.g. construction of data files, data entry and supervision of data entry, data quality control and assurance)
- Experience using data management software packages e.g. DHIS2, Excel, Access.
- Experience providing high quality, detail-oriented products including analytic briefs, presentations, and reports with data visualizations

Preferred skills:

- Experience in data collection (e.g. interviews, participant observation, surveys, electronic data files, or other methods)
- Experience in designing evaluations and performance metrics including writing evaluation plans.
- Experience with PEPFAR or other health-related projects is desirable





- Experience synthesizing information generated through an evaluation to produce findings that are clearly linked to the data collected.
- Ability to provide mentorship and on-the-job training to SSPDF M&E staff.
- Ability to work effectively with SSPDF and government representatives, communities, and other stakeholders.
- Coordinate with SSPDF HIV Secretariate and RTI supported sites on to verify data and ensure availability of monthly data reports.
- Ability to resolve data quality issues in a professional and effective manner
- Demonstrated experience and ability to deal with persons of diverse cultures.
- Excellent computer skills: Word processing, spreadsheets. Report writing skills.
- Good interpersonal and communication skills in English and Juba Arabic.

To Apply:

Qualified applicants should submit an application letter and detailed resume enclosed with a copy of nationality, via South-Sudan-Hire@rti.org not later than October 20th, 2021. Applicants are encouraged to apply immediately as the position may be filled prior to the deadline. Applicants already settled in Juba would be of added advantage (No relocation package will be provided). Only shortlisted candidates will be contacted.

The RTI South Sudan Office Address is located inside Seventh Day Adventist Compound, Munuki-Bilpam Road, Juba, South Sudan.

******* Juba Arabic Fluency is a requirement*******

*******Local candidates based in Juba preferred*******

