



IMA WORLD HEALTH

50-H-3  
Approved by

MOL



VACANCY ADVERTISEMENT

POSITION DESCRIPTION

**POSITION TITLE:** Monitoring and Evaluation Officer (M&E Officer)  
**PROJECT:** End Fund  
**LOCATION:** Juba, South Sudan  
**DEPARTMENT:** Program  
**REPORTS TO:** Director of Programs

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding.

**Major Responsibilities:**

The Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Ensure the data collection and reporting tools are developed, reviewed and updated together with the project team as well as key stakeholders (END Fund, WHO, MoH and IMA)
- Liaise with the MoH and ensure the data reporting tools are customized into the DHIS2 reporting system
- Organise and conduct trainings on M&E/HMIS for health facilities and government staff.
- Develop and strengthen monitoring, inspection and evaluation procedures.
- Recommend further improvement of the logical frame work.
- Develop monitoring and impact indicator for the project success.
- Monitor the sustainability of the project's results.
- Provide feedback to the Project teams on project strategies and activities.
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the



project by identifying bottlenecks in completing project activities and achieving milestones, developing and revising plans to address the poor performance.

- Support and review, provide Data and M&E and quality assurances lenses to all Project reports and deliverables progress.
- Conduct capacity assessment on existing monitoring and evaluation system and develop indicators and a monitoring strategy for the project.
- Participate in annual project reviews and planning workshops and assist the Project teams in preparing relevant reports.
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/HMIS.
- Assist the project personnel with M&E tools and in supporting them in their use.
- Prepare and maintain database.
- Perform other duties as required

### **Qualifications/Experience/Skills**

- BSc, Diploma in Health-related courses, NTDs/VL or Public Health, Epidemiology, Statistics, M&E and additional training in communicable disease surveillance, monitoring and evaluation.
- At least two years' experience in public health disease monitoring, evaluation and surveillance.
- Experience in data management and GIS mapping
- Experience working in the National NTD/VBDs disease surveillance and M&E system.
- Previous experience of conducting desk review research, report writing and supporting field operational research.
- Strong interpersonal communication skills.

### **Excellent Interpersonal Skills (Preferred):**

- Ability to handle work in a timely and accurate manner with tact and discretion, as required.
- Ability to maintain and update knowledge.
- Very good interpersonal skills.
- Ability to generate options, decide, prioritize and execute and multi-task under pressure.
- Excellent analytical skills, strategic thinking and good judgement.
- Excellent interpersonal skills, tact, discretion and diplomacy.
- Ability to effectively work with government, development partners/donors and collaborating agencies.
- Excellent communication and presentation skills with ability to write in a clear and concise manner and give technical advice and guidance taking into consideration the views of multiple stakeholders and partners in resource-limited contexts.
- Proven ability to promote consensus, communicate progress and results and solve issues in a proactive manner, while ensuring effective work practices and ethics.
- Technical expertise and analytical skills including ability to collect and analyse technical data and information and to draw and present conclusions in written and spoken form.
- Writing skills in English, including the ability to write clear and concise progress reports, analytical reports, plans and proposals.
- Other Skills (eg IT):
- Proficient in the use of MS Office (Word, Excel, PowerPoint, Outlook, etc.), data management (DHIS2/HMIS), Statis tools and GiS software.

### **APPLICATION INSTRUCTIONS:**



Interested candidates who meet the above conditions should forward their CVs and covering letters (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to the South Sudan Country Office. Heran Office Complex – 3rd Floor• Hai Cinema, opposite Juba Stadium Road • Juba • South Sudan, Deadline for submission is **Friday May 5, 2023, by 5 pm South Sudan time**.

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

**Open to South Sudanese nationals only**

