



HADO

Human Appeal Development Organization

(Rebuilding Peace in our communities)

Date: 11/06/2023

Vacancy Announcement

Position:	Monitoring & Evaluation Officer
Reports to:	M&E Manager
Duty Station:	Juba
Starting Date:	ASAP
Date of Advert:	12/06/2023
Dateline of Applications:	07/07/2023

All Human Appeal Development Organization's employees are expected to work in accordance with the organization's core values:

1. Transparency and Accountability
2. Justice and Equity
3. Participation and Inclusion
4. Professionalism and Respect for Human Right

These attitudes and beliefs shall guide our actions and relationships.

1. Role Purpose:

The role of the M&E Officer is to support the program staff in the implementation of M&E processes, and providing inputs to project proposals and report writing. He/she regularly follow-up and compile area level monthly indicators progress tracking report and aggregate area level data with support from the project coordinators/officers. Enter and maintain online data management system; train field team on M&E tools including monitoring tools, Kobo/mobile based data collection system, complaints/feedback mechanisms, reporting procedures and other M&E processes; actively participate in project baseline and end line data collection.

50-H-3
moh
Approved
[Signature]

12/06/2023



Duties and responsibilities:

1. Ensure adherence with HADO's policies, tools, handbooks and guidelines
2. Follow-up and compile quantitative project progress reports from different Coordinators and submit aggregated Emergency response and Central equatorial level program data,
3. Under the direct supervision of M&E Team Leader, the M&E Officer is responsible for day-to-day implementation of the Community Feedback and Response Mechanism
4. Ensure Feedback Mechanism briefings and information dissemination is provided on routine basis to local field staff as well as community members.
5. Support the conduct of or facilitate any required training for HADO's staff and partners on Client Responsiveness.
6. Support protection assessment/evaluation activities as required.
7. Provide training to Protection staff on how to access and use Protection-related databases and information management tools as required.
8. Lead learning sessions with beneficiaries and staff, presenting to them the results of beneficiary feedback.
9. Ensure the quality of data, in terms of both its accuracy and its breadth by ensuring reporting procedures and criteria are clear.
10. Analyze the collected data and identify critical protection trends in areas of operation.
11. Make sure project information are captured and reported timely with necessary disaggregation.
12. Support program staff in planning for and executing M&E activities, including data collection methodology and tools development, and data management, analysis and use.
13. Support need assessments, baseline and end line surveys particularly field data collation using Kobo, training and supervising enumerators, data entry and analysis.
14. Establish and implementation appropriate Complaints Response and Feedback Mechanism for all programs and create compliant database for the area
15. Ensure proper filing of documents

QUALIFICATION

Professional competencies for this position:

- University degree preferably in social sciences, Statistics, Economics or other relevant discipline
- At least 3 years' monitoring and evaluation in field of humanitarian/development project
- Knowledge of data collection and data collection instruments (technology);
- Exposure to a wide range of information management systems related to humanitarian/development and/or operational (e.g construction) activities)
- Strong data analysis skills (qualitative and quantitative data analysis)
- Previous experience in managing large data sets for multiple projects/donors including online database management
- Experience working with statistical computer software packages (SPSS, Stata) and advanced skills in Excel spreadsheet.



How to apply:

Any interested or Qualified South Sudanese national can send his or her application to Human Resource Manager. Human Appeal Development Organization (HADO) through email: recruitment@hado.org.ss and CC: salah.lumumba@hado.org.ss or hard copy delivery to HADO's office located at Gudele Hai Peace behind former Doha Petrol station along the road to Green Hill Primary School.

NB: Women candidates are encourage to apply

Due to the urgency to fill the vacant position applications will be reviewed on rolling basis. We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

