



INTERNATIONAL MEDICAL CORPS

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www.intcworldwide.org

JOB VACANCY RE-ADVERTISEMENT

Job Title:	Monitoring & Evaluation Officer (#1)
Country Program:	South Sudan
Location of Position:	Malakal Teaching Hospital –COVID-19
Position Reports to:	Site Manager
Position Opened for:	South Sudanese only
Desired Start Date:	ASAP
Advertisement Date:	23rd April '2021
Closing Date for Applications:	7th May' 2021



Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Essential Job duties / Scope of Work:

Project design and planning

- Participate in needs assessment by organizing the training for enumerators on assessment methodology, tools, respondent's selection, and supervise field team to ensure field level data integrity.
- Ensure that MEAL activities are participatory monitoring, evaluation, accountability, and learning, needs assessment, and uphold accountable and useful MEAL systems.
- Support in developing results framework and log frame, including indicators for simple projects.

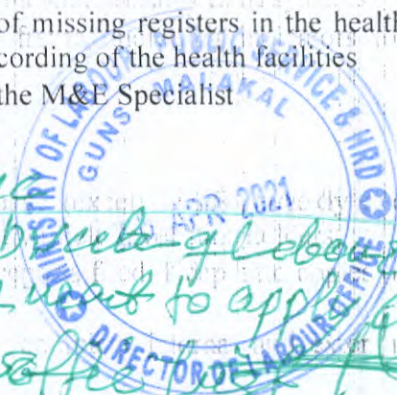
Timely Data collection, recording and reporting

- Ensure daily data is collected and entered into database (excel, DHIS), weekly and monthly data reports submitted to Juba office and respective field level stakeholders.
- Ensure printed copies of all standard weekly / monthly reports filed. Keep hard copies of all records in a proper filing order.
- Compile monthly, quarterly or annual data reports to complete internal and external reports.
- Ensure all sector data are properly recorded which will be used as means of verification to ensure quality.
- Ensure all trainings are updated in the training database and training reports shared

Routine monitoring, Accountability and capacity building

- Monitor health facility registers; facilitate availability of missing registers in the health facilities. Monitor the process of registration and data recording of the health facilities
- Conduct data quality check on monthly basis guided by the M&E Specialist

Approved by Director of Labour & HRD
but if you want to apply please
to Labour office



- Update project monitoring tracking template on monthly basis, capture monthly performance on Indicator and activities of all grants in the site. Flag to technical team for measures to be taken in case of under achievement.
- Assess existing data management systems for each sector and identify additional needs.
- Organize M&E capacity building sessions as per gaps identified
- Assist in the establishments of accountability systems guided by the M&E Specialist

MEAL system

- Ensure that different components of the MEAL system are functional and relevant and maintain IPTT to track output, outcome, and impact indicators and their measurement in the different sectors of relevance.
- Support MEAL department in development of databases for all programs by using available technologies.
- Organize and lead data collection activities following the data collection and reporting flow put in place for a project.
- Use tools for tracking project's progress and bottlenecks and develop simple data collection tools based on monitoring indicators.
- Maintain effective M&E system (ensure data collected translates to the M&E Framework/IPTT).
- Conduct regular field visits.
- Conduct periodic data analysis and triangulate data from other MEAL exercise.

Community Based Feedback and Response Mechanism

- Adhere to key concepts and commitments regarding accountability to affected populations (AAP), including IASC CAAP, CHS, and Sphere Humanitarian Charter.
- Ensure that all data collected via the CBFMR has been reported to the manager in a timely manner, by creating a complaints database.
- Support Accountability officer and/or MEAL Manager/Coordinator in implementing and monitoring the CBFMR, accountability initiatives, and practices across the Mission.
- Support the implementation of methodologies to consult communities on their preferences based on the operational context.

Techniques for presenting information

- Communicate clearly the findings of monitoring activities and reviews against targets set by the project.
- Compile data and indicators at the project's level for reporting in a clear and concise manner, providing all required information.
- Possess the skills to use PowerPoint to share results of data analysis and monitoring.

The M&E officer is responsible to actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.

Other tasks as requested by the supervisors

Personnel Qualifications:



- Degree in Public Health, Sociology, development studies, economics, Statistics, Business or related discipline
- At least 2 years of experience in monitoring and evaluation of health programs
- Experience in analyzing data and reporting
- Excellent oral and written English communication skills
- Excellent oral and written local language communication skills
- Excellent interpersonal skills and the ability to work well in team environment
- Strong analytical skills and problem solving skills
- Excellent organizational and time management skills and a high level of attention to details
- Knowledge on research and data collection methods and familiarity with statistical tools such as DHIS SPSS, Epi Info, SMART, STAT 01 and others (at least two).
- Fully computer literate with working knowledge of database and excel spreadsheet applications
- Experience or knowledge of working in refugee, IDPs setting is an asset
- Demonstrated understanding of emergency response activities
- Commitment to and understanding of International Medical Corps code of conduct, aims, values and operational principles.
- Understand key concepts and commitments regarding accountability to affected populations (AAP), including IASC, CAAP, CHS, and Sphere Humanitarian Charter.
- Knowledge of data pitfalls, issues, and strategies for assessing the quality of collected data.
- Knowledge of commonly used probability and purposive sampling techniques and different methods of qualitative and quantitative data collection and analysis.
- Knowledge of descriptive univariate and bivariate data analysis using Excel Pivot tables.
- Knowledge of indicators and their measurement in the different sectors of relevance.
- Understand the concept of participatory monitoring, evaluation, accountability, learning, and needs assessment.
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) Standards within IMC and amongst beneficiaries served by International Medical Corps.

We offer attractive salary and benefits package, if you think you meet the above mentioned requirements, please submit a Cover letter indicating day time contact numbers, copies of Updated CV, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academic Certificates, addressing to Site Manager IMC and Human Resource Officer. If you are submitting your application through email, please submit to ss-juba-hr@internationalmedicalcops.org, or Hand delivered applications should be submitted to the IMC Clinic, Malakal South Sudan. Closing date for all applications is 7th /May /2021

Only Shortlisted Candidates will be contacted or see on board for interview, all hardcopies/photocopies that have been handed in are not returnable

NB: As per the urgent need for this position and the project timeline, the recruitment will be done before the dateline.

