



## **Advertisement For Monitoring and Evaluation Officer, Based In Pochalla**

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Monitoring and Evaluation Officer** based in Pochalla.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance. The salary for this position is Grade 4 Step 1, NPA Salary Scale.

### **Purpose of the Position:**

Responsible for the implementation of the monitoring and evaluation, and learning framework of the NPA projects. Implements the M&E framework to ensure the qualitative and quantitative evidence are gathered from activities.

Also provides technical assistance to the implementing staff and beneficiaries particularly in relation to monitoring and reporting issues.

### **Duties and Responsibilities:**

#### **Design the M&E System Tools**

- Actively participates in the development of an M&E system and tools to enable all projects to collect, aggregate and support analysis of data.
- Assists the Program Managers and Officers on the choice of indicators and development of a monitoring plan.
- Implements qualitative and quantitative data collection methodologies.
- Works with staff to develop and standardize survey tools and other data collection forms for monitoring programs.

#### **Implementation of the M&E System**

- Follows up the implementation of the M&E system, M&E tools, and project monitoring plans, including training and support in data analysis and usage.
- Supports staff, partners and beneficiaries and ensures that they receive adequate feedback on progress on NPA programs.
- Documents performance of the project against targets with special responsibility to qualitative and quantitative indicators and ensures reporting requirements are met.

## **Data Collection and Analysis**

- Participates in designing data collection tools, collects and analyses data as and when required.
- Collects, compiles and analyzes the data, in a timely manner, regarding different sub-components/activities against envisaged project objectives.
- Captures significant change stories.
- Follow-ups on the data collection regarding field activities, baseline and impact assessment and ensures harmonization of data collection methodologies.

## **Capacity Building of Different Stakeholders**

- Trains staff on M&E tools, data collection, analysis and basic surveying and sampling techniques.
- Promotes the principles and practices of beneficiary accountability to colleagues, providing training and coaching in beneficiary feedback and other good practices as required.
- Works closely with Program Managers, leads a robust learning agenda for the program, designs and implements mechanisms for continuous learning, collaboration and adaptation for project staff, partners, donors, government counterparts and other stakeholders.

## **Proposal Development**

- Participates in project proposal development by providing relevant and well analyzed qualitative and quantitative data.

## **Reporting**

- Prepares monitoring and evaluation report for the project/programme.
- Prepares and submits the monthly evaluation reports for each project including the mid-term and end of project/project reports.

## **Desired Qualifications/Skills/Experience:**

Bachelors' degree in Social Sciences, Agricultural Sciences, Development Studies, Statistics and/or Mathematics.

Three years of working experience in M&E systems

Understanding of planning, monitoring and evaluation concepts and approaches in both emergency and development settings.

Appropriate monitoring and evaluation systems in place.

Monitoring and evaluation tools in place.

Timely Midterm and end line, baseline assessments and evaluations.

Accurate analysis of data.

Experience of conducting post distribution monitoring (PDM)

Knowledge of feedback and complaint mechanism (Accountability to people we serve)

Timely reporting.

Monitoring and evaluation skills

Good computer skills.

Good interpersonal skills

Strong analytical skills.

Excellent communication skills

Good at multi-tasking.

**NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Pochalla Office.

**Applications submitted after 12:00 noon on Monday 6<sup>th</sup> April 2020, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.