



Approved



JOB ADVERTISEMENT	
Job Title:	Emergency PMER Officer
Duty Station:	SSRC – Juba Headquarters
Opening Date:	10th August 2023
Closing Date:	18th August 2023

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 250 SSRC staff, approximately 14,000 volunteers and Members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principle.

SUMMARY JOB PURPOSE

The primary focus of the Emergency PMER Officer will be to carry out PMER related activities in relation to all emergency projects implemented by SSRC. and is part of the SSRC PMER team and reports directly to the Head of Operations and PMER Senior Coordinator. The Officer is responsible for the following: i. Monitoring, assisting, and supporting transparent, timely and accurate reports according to policy, procedure and donor requirements for all in-country emergency operations and programmes. ii. Ensuring quality data collection, collation, analysis, and dissemination on program and, in collaboration with the technical Coordinators, head of operations. The emergency PMER Officer will work closely with the technical emergency team to ensure the efficient and effective delivery of reporting related to SSRC interventions. He/she will also support production of any emergency appeal and contribute to proposal writing for donors in collaboration with IFRC, PNS or others partners.

JOB DUTIES AND RESPONSIBILITIES

COORDINATION

- Support, guide and facilitate all PMER activities in emergency projects.
- Guide and facilitate the production of monthly project reports by programs teams.
- Assist the officers, Coordinators and Managers to monitor project and program activities and to ensure reporting of relevant and accurate information are prepared.
- Support production of any emergency appeal and contribute to proposal writing for donors in collaboration with IFRC, PNS or other partners.
- Ensure that all SSRC planning are done in accordance to the SSRC PMER framework and as well the NSD framework
- Provide technical support to planning for workshops and trainings for SSRC emergency programs as delegated.

CAPACITY STRENGTHENING

- Strengthen capacity of project staff on reporting, data collection and other relevant PMER related issues
- Strengthen the capacity of staffs in producing accurate, regular, effective, timely and factual narrative reports to IFRC and stakeholders (Donors and PNS)
- Organize annual/semi-annual “good practices” discussions within the SSRC programs team
- Assist/facilitate PMER related training for relevant SSRC staff and volunteers and PMER capacity assessment at all levels.

PLANNING, MONITORING, EVALUATION AND REPORTING

- Support in planning, monitoring, evaluation, and reporting activities related to the all-emergency projects.
- Work closely with the programs and field teams, to identify existing monitoring and review mechanisms in the SSRC’s Plan of Action to ensure that reports incorporate accurate and relevant information.
- Ensure quality and outputs of the SSRC reports in managing the reporting system to meet donors/PNS and IFRC requirements.
- Support in Conducting baseline surveys for all emergency projects and other projects requiring one
- Assist in the setting up and management of databases using user friendly database software (Excel, SPSS, STATA, Epi Info)
- Set up appropriate internal and external reporting systems
- Support all evaluation internally and externally and support the use of evaluation results within the National Society
- Assist in the design and carrying out of assessments, evaluation and reviews, i.e. Real-time evaluation, mid-term review and final evaluation

LATERAL RELATIONSHIP

- Join forces with communications unit on information sharing.
- Ensure that Community Engagement is taken as key in all projects and program planning and setting up of realistic SMART indicators.
- Ensure that Community consultation is paramount in the planning cycle
- Support in proposal writing processes including reviewing, editing, and formatting support in finalizing proposals for institutional donors ensuring accurate information and required formats are used.

REQUIREMENTS

- Degree in social sciences, Economics, Monitoring and Evaluation, project management or equivalent technical field.
- Project management, report writing and/or PMER course or equivalent training.
- 2-5 years of work experience in the field of planning, monitoring, evaluation, and reporting (PMER) especially in multisectoral emergency setting.
- Practical experience in using PMER tools, in particular, the logical framework approach (LFA) emergency plan of action.
- Experience in supporting organizational learning, accountability, and performance.
- Experience in training and mentoring staff members in PMER tasks.
- Experience of working for a humanitarian aid organisation in emergency situation.
- Background in data collection, management, analysis and presentation methods and tools, and ability to set up systems and procedures for reliable data collection and management.
- Strong analytical and written skills, including report writing and presentation skills.

COMPETENCIES, KNOWLEDGE, AND SKILLS

- Self-supporting in computers (Windows, spread sheets, word processing).
- Skills in training and mentoring staff on Kobo collect and other capacities.
- Excellent communication skills.
- Knowledge and skills in Digital data collection (Kobo collect) and other platforms.
- Knowledge of assessment, survey and monitoring methodologies and experience implementing them.
- English (fluent) and Local languages.

How to Apply.

Interested applicants should submit their cover letter, CV with 3 references, copy of National ID and Certificates including daytime telephone contact addressing it to The Human Resources Department. Or by email: vacancy@ssdredcross.org. Please clearly indicate the position you are applying for on the Subject Line of your email.

Alternatively, applications can be hand – delivered to South Sudan Red Cross Headquarters office. Plot #4, Block Ministries, Munuki Area, Juba. Please indicate clearly the position you are applying for on the back of your envelop.

You should arrange your documents in the following direction.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are encouraged to apply.