

Torit Health Resource Center, Behind Wildlife Authority Office,

Hai Batary Residential Area, Torit Municipality

Email: temoss2016@gmail.com, Tel: +211925756893/923370555

Approved:
15/1/2020



JOB ANNOUNCEMENT: INTERNAL/EXTERNAL

Job Title	M&E Officer
Reporting to	Program Manager
Duty Station:	Torit Municipal
Job Category:	Full-time Staff
Duration	Six (6) months with possibility of extension

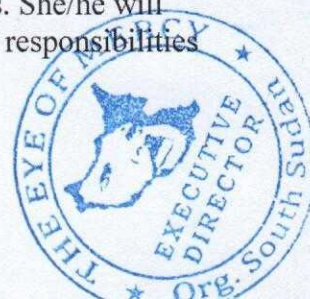
The Eye of Mercy Organization South Sudan (TEMO-SS) is a National Non-Governmental Organization formed in 2012 in Torit County of former Eastern Equatoria State, TEMO-SS is legally registered National Non-Governmental Organization with South Sudan Relief and Rehabilitation Commission (SSRRC) in Juba Under Chapter 10 of NGOs Act 2016 with Registration Certificate No. 2482 and its Head office located at Torit Health Resource Centre, Hai Batary, Torit Municipality and our field office at St. Bakhita PHCC in Nimule Town council/ Pageri County, Torit State former Eastern Equatoria State. Eye of Mercy operates in Greater Magwi County, Greater Torit County and Greater Budi County.

Eye of Mercy is looking for a dynamic person to fill the position of Monitoring Evaluation Officer (Man or Woman) for its Democratic International, SUCCESS Education Project, based in Torit Municipal, Torit State, South Sudan.

Job Description Due to the multi-faceted and state level scope of the Education project, it is critical that substantial and encompassing monitoring and evaluation (M&E) is being undertaken consistently to ensure realization of results and that the project is achieving its desired impact.

The Monitoring Officer will work closely with the Education Project team in operating a service-oriented Programme to assure that all interventions are completed within time, quality and cost parameters.

The M&E Officer primary responsibility is to work as an in-the-field monitor, monitoring the inputs and impacts of the Capacity building support for PTAs & SMCs projects. She/he will support ensuring the accountability and compliance of the Donor guideline key responsibilities being:



Monitoring:

- Conduct field Monitoring visits and quality assurance of PTAs & SMCs in the schools selected and ensure that, project inputs, activities, and resources on a monthly basis in regard to the project activities to ensure that Capacity building support for PTAs & SMCs projects components is a success.
 - Ensuring that relationships with SMOEST, Torit Municipality Education Officials and Schools PTA & SMCs are maintained, monitoring their responsibilities, and ensuring the Capacity building support for PTAs & SMCs projects components is being embedded in their systems.
 - Follow up on field visits with meetings with School PTAs & SMCs, Torit municipal and SMOEST to identifying performance weaknesses, and agreeing on remedial actions.
 - Engaging in capacity building of Staffs on monitoring as needs arise, e.g. coaching on mobile and paper-based reporting formats;
 - Contribute to ensuring lessons learning and the dissemination of best practices between the Outputs and Schools, during bi-monthly project review and planning meeting.
 - Contributing to PTAs & SMCs and Staffs of Eye of Mercy performance monitoring by reviewing their progress reports.
 - Conduct monitoring of Schools to ensure that activities are being well implemented and the Schools are undertaking their responsibilities correctly and ensuring that the Capacity building support for PTAs & SMCs projects components is being embedded in their systems is having the desired effect.
- c. Mentor to ensure continually functioning of a School Management Committee and a Parent-Teacher Association.
- d. Mentorship to Maintain of a School Development Plan & School Budget
- Torit municipal education officials are maintained, monitoring their responsibilities and ensuring the Capacity building support for PTAs & SMCs projects components is being embedded in their systems project is being embedded in their systems.
- Ensuring that PTAs & SMCs understand their responsibilities in regard to Capacity building support for PTAs & SMCs projects components is being embedded in their systems project is being embedded in their systems and are enacting on them.
 - Provide relevant training/briefing to PTAs & SMCs in relation to the Support to PTAs & SMCs on a need's basis.



Identification, development, and monitoring of issues and subsequent actions in regard to Capacity building support for PTAs & SMCs projects components is being embedded in their systems project including expected results and times.

- Identification of any issues and the development and monitoring of subsequent actions plan/points for all of the above.
 - Work with the Monitoring Advisor/Lead to ensure field monitoring visits are undertaken at least 2 times per monthly with minimum of 4hrs meetings a day in each School.
 - Dissemination of findings and information from monitoring visits to relevant members of the Education team: urgent issues immediately action must be taken within 3days on handing complete report to executive director.
 - Contribute to the development of the overall Project M&E framework, and M&E data analysis
 - Giving advice, where relevant, on adequate Projection indicators;
 - Giving advice on relevant M&E tools for data collection against the Project results.
 - Supporting the development of guidelines/instructions on M&E for the Staffs and training of the Staffs on these guidelines/instructions;
 - Training of Education staffs on data analysis, management, monitoring as needs arise;
 - Working in collaboration with Program manager and ED on validating database data and verifying project Outputs;
 - Working in collaboration with the program manager and ED on reviewing the indicators used and make recommendations for improvements by examining the indicators with output leads;
 - Reviewing/revising M&E tools and strategy as needed, gathering feedback from the Stakeholders and Output leads;
 - Contributing to coordination/consultation in education in Torit Municipality and Torit State, as well as to any other development partners' platforms, including Education Cluster meetings at Municipal and State levels upon request.
 - Documenting the findings of each field visit in a report, which will feed into the Project overall Monthly Progress Report and other reporting requirements;
- Support lesson-learning within the Education project among the stakeholders, project Staffs, Output leads, through meetings, sharing of good practice examples.
- Contributing to Programme reviews, overall monitoring and evaluation, and research.



- Contributing to knowledge management and filing of monitoring reports, data, and audio-visual materials of field monitoring etc.

- Contributions to the Final Report for the Programme, as set by line managers.

Educational project Profile

- Bachelor degree or Diploma in a discipline relevant to statistics, education, social sciences, humanities or development studies.

General Skills and Experience

- At least 3 years' progressive experience as a Monitoring and Evaluation Officer or Monitoring Officer in Educational projects or development project in basic social services programs.

- At least two years of implementing surveys, data analysis and/or other research activities within an NGO/INGO environment preferred.

- Strong experience of monitoring of Education or development project activities at field level.

- Strong experience of monitoring and evaluating achievement of project results.

- Ability to write and contribute to reports on the findings and lessons learned from project innovations;

- Strong analytical skills.

- Ability to work with a range of partners.

- Ability to travel to the field sometimes in difficult conditions

Specific Skills

- Ability to develop monitoring and impact indicators for project success and liability;

- Ability to organize and conduct training on monitoring for project staff.

- Ability to assist the project personnel at the level of the implementing partners with monitoring tools and in supporting them in their use.

Additional Skills

- Good written and verbal communication skills.

- Good computer skills.



- Fluency in English.
- Working knowledge of Arabic is an advantage.
- Familiarity with database systems is an advantage.
- Experience of working in fragile/conflict effected states.
- Experience of working in South Sudan is an advantage.

Equality, diversity, and inclusion (EDI) are at the heart of our organization. We promote equal opportunities and have initiatives to create an inclusive workplace culture. We are especially keen to hear from female applicants to create a gender balanced team. If you have a disability and would prefer to apply in a different format or would like us to make any adjustments to enable you to apply or attend an interview.

Position is open only to South Sudanese nationals.

Please submit your application (including a cover letter stating the position to which you are applying and CV) to temoss2016@gmail.com

Deadline for applications: Saturday 25th, January 2020.