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Approved by
Inspector of Labour
19/04/2023



Monitoring & Evaluation Officer (1)

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| Location: | Juba |
| Deadline: | 11.05.2023 |
| Type of Contract: | Service Contract |
| Post Level: | SC-6. B |
| Reporting to: | Program Coordinator |
| Start Date: | Immediately |
| Duration of Contract: | 1 Year (3 months' probation) |

Background

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba and mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters. CINA has been working in Jonglei, Central Equatoria, Eastern Equatoria, Western Equatoria Lakes, Western Bahr El Ghazal and Upper Nile State since 2010. CINA seeks the services of a qualified, experienced and competent Monitoring and Evaluation Officer (M&E) Officer who, in coordination with the program Coordinator and the Project Managers, will be primarily responsible for designing overall M&E and learning needs of the project. The incumbent will review indicators outlined in the project Logical Framework and design M&E tools and protocols so that project achieves intended outputs in a cost effective and timely manner. S/he will also establish system for baseline data collection, analysis, reporting and learning activities to help ensure accountability and improving efficiency.

Primary duties and responsibilities.

The Monitoring and Evaluation (M&E) Officer will have the following duties and responsibilities:

- Review project log framework and outlined indicators and recommend further improvement of the logical frame work;
- Creating a framework and procedures for evaluation and monitoring of project activities;
- Develop monitoring strategy and impact indicator for the project success;
- Develop project monitoring plan in line with the project logical framework;
- Design appropriate M&E data management tools (templates and formats) in relation to the project activities;
- Suggest strategies for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Draft M&E tools and develop/strengthen data collection procedures;
- Advice and recommend tools and strategies to increase project performance and results;
- Assist project staffs in clarifying project information needs;
- Support project staffs on ways to properly document, organize and capture project progress;
- Build capacity of project personnel and stakeholders on participatory approaches in M&E and data collection, analysis and reporting;
- Suggest ways to facilitate data collection and design baseline data collection tools and analysis based on performance indicators.



- Develop and maintain a results-based M&E plan for the efficient and effective implementation of the project
- In consultation with the Programme Coordinator and Project Manager, develop and maintain standardized monitoring and reporting tools and maintains data base.
- Maintain a robust beneficiary's feedback and response mechanisms and ensure periodic feedback from beneficiaries to inform project implementation and improvement.
- Provide technical support for implementing partners on the development of their activity M&E plans, and support training of partners M&E staff on the developed M&E tools and reporting.
- Support data analysis and contribute to quarterly and annual projects' reports, review reports from the implementing partners (IPs) and ensure the provided data and information is verified before consolidation into the project data base.
- Support the project team in the monitoring projects and compile regular quantitative and narrative M&E reports.
- Support the design and implementation of surveys and studies (baselines, end lines, impact assessment, evaluation etc.) in lines with CINA guidelines.
- Initiate regular field visits for support and monitoring purpose in consultation with the Program Coordinator and Project Managers to assess the quality of services provided.
- Identify and formulate lessons learned from project reviews, evaluations, and facilitate experience and lessons learned exchange between partners.
- Support the Project Managers in the preparation of M&E presentations and reports on a quarterly basis to the Senior Management Team (SMT) and highlight progress, successes, challenges, and lesson learned towards achievement of results.
- Ensure that all M&E activities are undertaken in full compliance with donor requirements, policies, and regulations.
- Ensure integration of gender, conflict sensitivity and climate change in the implementation of the project.
- Any other duties that may be assigned from time to time by the line manager

Statement of Skills, Knowledge and Abilities

- At least 3 years of professional experience in designing and implementing M&E activities in development or humanitarian context by national/international NGOs/UN bodies/Government.
- A graduate with a Degree and/or Diploma or equivalent in Statistic, IT, Project Monitoring and Evaluation, Development Studies, Social Sciences or other related field.
- Experience use of tools for collection, data management and statistical analysis (including KOBO, ODK and MS Excel)
- Experience in training, coordination, and capacity-building.
- Sound knowledge and understanding of project monitoring and evaluation;
- Understanding of current M&E trends and systems in development organizations;

Skills and Competencies:

- Experience of field data collection and report writing;
- Ability to produce high-quality briefs and reports in English;
- Excellent communication and writing skills in English;
- Proven organizational ability to work independently and managing multiple tasks in an effective, pro-active and timely manner to Apply:
- Knowledge Sharing and Continuous Improvement





- Results Focus
- Teamwork
- Knowledge of mission and Sector's Programme
- Proven excellent oral, written, analytical and communication skills.
- Ability to work under pressure, and meet tight deadlines

Please address your application and CV with accompanying documents of credentials to the Human Resource Office at CINA South Sudan. Drop them to CINA Head Office, Atlabara 21st Street, 24th Avenue or electronically to kinyaa@cina-southsudan.org copying lual@cina-southsudan.org, samanyok@gmail.com by **11th May 2023 latest 5:00 PM. Female candidates are strongly encouraged to apply. This position is for nationals only.**

Important: CINA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subjected to enhanced past crime record checks, qualifications and experience checks and satisfactory references, and will have to sign CINA's Child Protection Policy and Code of Conduct as they take their job offers.

DUE TO URGENCY OF RECRUITING THESE POSITION, SELECTIONS WILL START BEFORE THE DEADLINE! WOMEN ARE HIGHLY ENCOURAGED TO APPLY.

