



Where childhood thrives, war does not.

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 Approved by
 S/Inspector of Labour
 06/09/2023
 MINISTRY OF LABOUR
 06 SEP 2023
 REPUBLIC OF SOUTH SUDAN, JUBA

Position	Monitoring & Evaluation Officer, South Sudan
Location	Juba/Roving, South Sudan
Start Date	As soon as possible
Contract	One year, extendable dependable on availability of funds and performance
Reports to	Monitoring and Evaluation Manager
Supervises	Provides technical oversight to the field teams
Background	War Child Canada is a registered Canadian charity-based in Toronto that works with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice. War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local NGOs and other stakeholders using a child-centered approach. War Child Canada works in Afghanistan, Iraq, Uganda, Sudan, South Sudan, and Democratic Republic of the Congo.
Context	War Child Canada's holistic approach in South Sudan works to eliminate the cycle of violence and poverty through increasing economic opportunity, community-based protection and conflict mitigation, and education. This work is currently taking place in Upper Nile and Western Bahr el Ghazal states, with a country office in Juba. War Child Canada works to increase the participation of youth in education improving overall quality of education and learning outcomes. War Child Canada's livelihoods and food security work in South Sudan increases food production through work with both farmers and pastoralists. War Child Canada's protection work in South Sudan strengthens the capacity of key community institutions and structures to detect, prevent and respond to all forms of violence and abuse against children and women in their communities.
Position Purpose	The M&E Officer position is a full-time position that will requires travels to the field locations (Wau, Malakal and Aweril). The M&E Officer will provide donor(s) with high-quality technical leadership assistance, M&E services and training, and other related support services. The M&E Officer will be responsible for collecting Information as per the agreed Monitoring and Evaluation Plan, collating and inputting all the information gathered according to the agreed mandatory fields for completion in the database. Data must be managed efficiently, with accuracy and in relation to the timing requirements in support of field team requirements for reporting. The M&E Officer should ensure that all data collected and entered is accurate and must ensure effective coordination and planning with field staff central to all resulting information flow, the post holder should understand their position in having access to and managing a large volume of confidential information. The integrity and professionalism of the post holder is therefore an essential and non-negotiable attribute required of this post.
Tasks & Responsibilities	<p>The main duties include, but are not limited to:</p> <p>1. Monitoring and Evaluation (M&E):</p> <ul style="list-style-type: none"> Support the development and implementation an M&E strategy (per the approved M&E Plan) outlining M&E systems for data collection, targeting and tracking custom and Donors/WCC indicators, knowledge management, impact assessments, learning activities and reporting in compliance with the requirements provided in the activity contract, donor



regulations.

- Support the M&E Manager in working closely with other technical units in establishing and managing cloud-based MEL system and ensure data requirements are integrated into project management processes.
- Develop and implement a results-based M&E Plan and methodology for specific program.
- Collect and analyze qualitative and quantitative data to measure the performance, impact, and sustainability of existing projects as per the agreed M&E Plan.
- Create and standardize quantitative and qualitative monitoring tools to monitor key processes, outputs, and outcome indicators relate to each sector of intervention.
- Ensure quality of data collected by carrying our routine data quality assurance measures; training and supervising data collectors; and ensuing proper data cleaning and data management.
- Create effective M&E systems to support monitoring activities.
- Facilitate Collaborating, Learning and Adapting (CLA) strategies to support the use of data and information from the M&E system for real-time decision-making to improve project implementation.
- Provide oversight to field team on project activities, data collection and analysis, and to ensure the timely completion of M&E activities.
- Provide guidance and oversight to team leaders, evaluation teams, and other staff members on the following: budgeting and expenses, evaluation activities, and on-the-ground logistics.
- Producing clear and quality reports that demonstrate accountability and learning.
- Collecting best practices, case studies which demonstrate qualitative and quantitative changes over the period.
- Complete other duties as necessary and assigned by the M&E Manager.

2. Technical Leadership/Assistance:

- Provide “technical leadership”-including technical assistance, guidance, and direction-related to M&E plans and systems, performance management, etc.
- Support the technical development of a web-enabled database for data collection, reporting, and integration.
- Supervise and provide support to program evaluations and assessments throughout the life of the program.
- Assist the technical team for quality delivery of the programme, building accountability, documenting and learning.

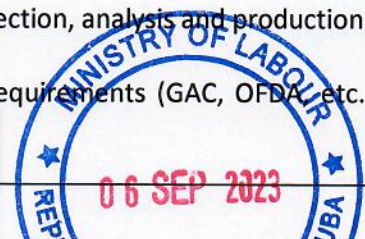
3. Project Implementation & Management:

- Ensure a high-quality, professional, and timely completion of project goals and objectives.
- Provide assistance, direction, and vision for all assigned projects, including serving as the technical lead/liaison to clients and partners for specific projects.
- Ensure that community’s focal point trained and are considering other intersecting factors as well. Data Analysis & Coding, Data Management & Safeguarding Procedures, Data Quality Assurance.

POSITION REQUIREMENTS

QUALIFICATION

- Demonstrated experience in program monitoring and evaluation, having served at least three years in the same field or expertise.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Have previous experience with donor proposal M&E requirements (GAC, OFDA, etc. is preferred).
- Previous experience with NGOs or UN agencies.



	<ul style="list-style-type: none"> • Capacity building experience in project monitoring, reporting and evaluation. • Fluent in English and Arabic (Spoken and Written Skills). <p>SKILLS AND EXPERIENCE</p> <table border="1"> <tr> <td data-bbox="358 247 483 680" style="text-align: center; vertical-align: middle;">ESSENTIAL</td> <td data-bbox="483 247 1528 680"> <ul style="list-style-type: none"> ▪ Excellent communication and interpersonal skills. ▪ Good knowledge in Monitoring, Evaluation, Accountability and Learning. ▪ Good analytical skills and organizational capacity ▪ Good working knowledge of Computer, particularly Word and Excel Computer skills. ▪ Knowledge of a variety of ICT systems including excel, words and Kobo Platform. ▪ Additional working knowledge and experience with different data analysis applications i.e., SPSS is preferred. ▪ Willing to travel in remote areas with basic living conditions. ▪ Strong commitment to gender equality and social justice. ▪ Ability to work under tight deadlines and share relevant information </td> </tr> <tr> <td data-bbox="358 680 483 856" style="text-align: center; vertical-align: middle;">PREFERRED</td> <td data-bbox="483 680 1528 856"> <ul style="list-style-type: none"> ▪ Ability to work in a multi-disciplinary and multi-cultural environment ▪ Flexible personality and negotiation skills. ▪ Conflict-management skills. </td> </tr> </table>	ESSENTIAL	<ul style="list-style-type: none"> ▪ Excellent communication and interpersonal skills. ▪ Good knowledge in Monitoring, Evaluation, Accountability and Learning. ▪ Good analytical skills and organizational capacity ▪ Good working knowledge of Computer, particularly Word and Excel Computer skills. ▪ Knowledge of a variety of ICT systems including excel, words and Kobo Platform. ▪ Additional working knowledge and experience with different data analysis applications i.e., SPSS is preferred. ▪ Willing to travel in remote areas with basic living conditions. ▪ Strong commitment to gender equality and social justice. ▪ Ability to work under tight deadlines and share relevant information 	PREFERRED	<ul style="list-style-type: none"> ▪ Ability to work in a multi-disciplinary and multi-cultural environment ▪ Flexible personality and negotiation skills. ▪ Conflict-management skills.
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Salary and benefits	Commensurate with experience and qualifications.				
Application process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: southsudan@warchild.ca</p> <p>Please ensure your application email has the subject heading of 'Monitoring and Evaluation Officer, South Sudan – [insert your name]'</p> <p>Deadline for applications 22nd September/2023 Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy, including appropriate reference and security checks.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p>				

