**VACANCY ANNOUNCEMENT**

Position: M&E Officer

Reports to: Project Coordinator

Supervision of: 1

Duty station: Juba

Travel: 40%

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization’s values. to be **dedicated,** **innovative,** **inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. **Role and responsibilities**

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Professional Development Plan.

1. Adherence to NRC policies, guidance and procedures.
2. Support and contribute to the development and implementation of M&E systems, and tools.
3. Participate in programme design and proposal discussions, including log frame design.
4. Support programme staff in planning for and executing M&E, including, data collection methodology and tools and data management, analysis and use.
5. Support the implementation, dissemination and use of evaluations, assessments and monitoring data in programme development, adjustment or review.
6. Contribute to organisational learning through supporting specific analysis, lessons learned and reports.
7. Support Juba, Torit, Yei and Nimule programs based on the need.
8. Work closely with M&E teams.
9. Carry out M&E activities.

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly

* Attending all weekly and monthly meetings, and ensuring compiling all the data from those meetings and sharing them accordingly as delegated by the line manager.
* To set up a full data base with all focal points and their contacts and to collect the updated data on daily basis.
* To update GORS on daily basis and to ensure the data quality.
* To set up forms and tools to be used for recording and reporting Including PDM and assessment questionnaires
* To train staff on M&E tools and using Kobo tools.
* To draft analysis reports based on data collected by the field staff.
* To conduct PDM missions and to do data spot checks with the teams to confirm data validity and accuracy. Cross check data with reports and distribution sheets.
* To maintain the data and people confidentiality all the time.
* To support other teams as needed and as delegated by line manager.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Area manager and program staff, PM, PC, TL and Officers.
* Support units, logistic and procurement.
* PDU, M&E manager.

Scale and scope of position

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| Stakeholders: | Donors, partners and governmental bodies |
| Budgets: | CERF, NMFA, ECHO, SSHF and WFP |
| Information: | Responsible for Programme level: GORS, Intranet, Office 365, KOBO |
| Legal or compliance: | Signed terms of employment, donor requirements |

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies for this position**:

* At least 2 years’ experience in an international NGO preferably in an emergency or post-conflict setting, including M&E capacity and systems development
* Thorough experience with and knowledge of principles and current approaches to monitoring and evaluation using both quantitative and qualitative methods
* Understanding of data and information needs for program management
* High level English language proficiency (speaking, reading, writing)
* Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
* Bachelor degree holder in related field.

**Context related skills, knowledge and experience** (shall be adapted to the specific position):

* Good communication and interpersonal skills
* Strong organisational and team working skills
* Good cultural awareness and sensitivity
* Highly approachable, trustworthy and confidential
* Advanced English Language level (Business English is a plus)
* Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
* Good level of proficiency in Windows Excel and quantitative analysis (SPSS preferred)
* Excellent communication skills in English
* Proven presentation, training and facilitation skills

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

* Strategic thinking
* Planning and delivering results
* Working with people
* Communicating with impact and respect
* Analysing

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

* The Job Description
* The individual Work- and Professional Development Plan
* The Competency Framework

**Application Procedure:**

* The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
* Please do not submit original certificates. Submitted application documents will **NOT be returned.**
* Applications must be submitted no later than on the **28th AUG 2020** by email [SS.job@nrc.no](mailto:SS.job@nrc.no), or in an enclosed envelope clearly marked “**M and E PROJECT OFFICER”** to any new by NRC offices

**Only short-listed candidates will be contacted, by e-mail or by phone.**

**FEMALE WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE ENCOURAGED TO APPLY**

**The position is open to South Sudanese Nationals Only**