



CRADA

Restore Hope & Dignity. Alleviate Suffering

Hai Tongpiny Nabari behind Finn Church Aid office Adjacent to commission for Refugees office (700 mts) from Munuki Tarmac Road.

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Christian Recovery and Development Agency

Sustain life and restore hope with dignity

MONITORING AND EVALUATION OFFICER

LOCATION :

APPLICATION DEADLINE : 14TH DECEMBER 2019

TYPE OF CONTRACT :

POST LEVEL :

LANGUAGES REQUIRED :

(DATE WHEN THE SELECTED CANDIDATE IS EXPECTED TO START)

DURATION OF INITIAL CONTRACT :

Juba, South Sudan

Interview on rolling basis

Service Contract

N/A

English and Arabic

As soon as possible

1 year initially
(Extendable)

Organization background:

Founded in 2003, Christian Recovery & Development Agency (CRADA) is a faith based non-Governmental National organization (NNGO) registered in South Sudan, and has been mandated to carry out its activities across the country. It comprises of local people who are championing their own reconstruction and development, and offers basic skills in trauma healing, capacity building, modern fishing, farming and etc. While provides relevant equipment and market techniques where need arises.

As a Christian organization, CRADA also offers holistic services to the mass of South Sudan through its Church partners, where spiritual growth is upheld and youth are offered guidance to grow into responsible citizenship, in order for them to join hand and be able to develop this country to a better level. Peace building and reconciliation is another component of what CRADA does.

CRADA also strives to offer basic health standard to the community of South Sudan, responds to human need through developmental activities such as food security and livelihood, water and sanitation, women empowerment, and much emphasis is put on capacity building and trainings. CRADA operates in Pibor, Uror, Pochalla, and Koch with its Head office in Juba.

VISION & MISSION:

To achieve and improve living standard of the poor stricken and disadvantaged communities of South Sudan, and sustain life, restore hope and dignity of specially children, women and the marginalized people of South Sudan through provision of basic needs and thus alleviate their suffering.

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Approved by labour
officer mps \$1721
3 NOV 2019

Background of the program

Under the overall guidance of the Program Director (Head of Program) and direct supervision of the Project, the M&E Officer will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner. The M&E officer will be responsible for designing and implementing the M&E activities of the Project; assisting the Project Manager in preparing weekly, monthly, Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities. The Monitoring and Evaluation Officer works in close collaboration closely with project team and Country Office programme and operations clusters, Government officials, private sector, non-government and civil society organizations.

Competencies***Corporate Competencies:***

- Demonstrates integrity by modelling the CRADA's values and ethical standards
- Promotes the vision, mission, and strategic goals of CRADA
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organizes workload while remaining aware of changing Priorities and competing deadlines
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support

Duties and responsibilities:

- Ensure timely collection of IDSR, HMIS and compile program data from CRADA supported Health facilities.
- Perform data entry into EWARS, DHIS and CRADA data base
- Provide technical assistance to health care facilities to ensure timely reporting and use of high quality routine program data.
- Train health care facility staff on use of data collection tools and recording
- Provide TA to CRADA supported Health facilities on use of national monitoring tools, documentation, record keeping and reporting.

- Conduct data analysis and quality assessment of routinely report project data
- Assist program team in the preparation of quarterly, semi-annual and annual report
- Analyze progress towards achievements of target
- Ensure that CRADA supported M&E activities sites conform to national policies and guidelines.
- At regular basis identify quality challenges, design and implement quality improvement to projects.
- Carry out other M&E duties as required.

Knowledge Management and Learning

- In-depth knowledge on MIS, M&E and development issues
- Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.
- Ability to lead implementation of new systems (business side), and affect staff behavioral/ attitudinal change

Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

Required Skills and Experience

Education:

- (i) University Degree preferably in Business Administration, Economics or related field
- (ii) Bachelor's degree in Health Social Science, Statistics or related courses is desired.
- (iii) M&E Training from a recognized Institution is mandatory
- (vi) Professional Training in Project Management will be an added advantage

Experience:

- At least 2-3 years of experience in the design and implementation of M&E/MIS in emergency and development projects implemented by national/international NGOs/UN bodies/ Government;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

Language Requirements:

- Fluency in written and spoken English and Arabic

CRADA is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

CRADA does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination.

All selected candidates will, therefore, undergo rigorous reference and background checks

Please send your complete application to hr.crada@gmail.com, and copy to crada_sudan2003@yahoo.co.uk with the subject line: Application for the position of M&E Officer. call [0922202259](tel:0922202259)/[0917588104](tel:0917588104) HR/Admin-office for direction to our office in case.

