



50.H.3
Approved
M. P. S. H. 20
Laguda 18/11
2019

Munuki SDA Compound
P.O Box 247
Juba, South Sudan

Job Title: MONITORING, EVALUATION ACCOUNTABILITY AND LEARNING (MEAL) OFFICER
Qualifications: Bachelor's Degree in Statistics, Social Science or Developmental Studies
Experience: At Least 2-4 years' experience in M&E preferable in humanitarians agencies
Job Location: Juba, South Sudan
Direct Supervisor: M&E Manager

Job Summary: The M&E Officer will assist in the overall cycle of project monitoring and evaluation of programs. This includes quality programming—that is feasible/viable project approaches while at the same time inquiring after the details of accurate and relevant data collection and informative analysis of that data. The M&E Officer assists in following timely implementation of activities based on project workplans and timely submission of all forms and reports. These duties will be mainly accomplished through routine field visits and the submission of trip reports that highlight findings and recommendations. He/She will also assist in standardizing data collection tools and systems in the various sectors.

Duties & Responsibilities:

- Assist in proposal development and key indicators and targets for each project component/objective.
- Assist in coordinating with the Programs Director and/or Project Manager to orient all new project staff to ADRA SS-donor agreements, logframes and reporting requirements.
- Assist in determining information needs for project management, implementing partners, primary stakeholders, any cooperating institutions and funding agencies.
- Assist in developing overall departmental work plan with objectives and indicators.
- Conduct routine field visits in coordination with Project Managers and according to set workplan.
- Submit trip reports highlighting findings and recommendations to Project Managers, M&E Manager Sector Coordinators and Programs Director.
- Assist in providing guidance on how to record, report and analyze progress against the workplan.
- Assist in reviewing and designing or adapt/adopt as necessary project data collection tools that ensure accurate and relevant data. This should include utilization or promotion of standardized data collection tools within sectors as much as possible.
- Assist in collection, review, analyzing and editing of progress reports prepared by project staff for submission to partner offices, donors, and appropriate ministries, in accordance with required reporting forms and set deadlines.
- Assist in providing constructive feedback to project managers on reports including Score Cards for improvement on reporting.



- Assist in preparing Terms of Reference for consultants, design and costing out for surveys, reviews and assessments for the various projects. Then also participate in those events providing assistance and support to consultants.
- Any other duties as may be assigned.

Other Requirement:

- Willingness and flexibility to work as the leader of a team.
- Social and cultural understanding.
- Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs. .
- Fluent in spoken and written English required.
- Excellent written and verbal communication and interpersonal skills.
- Planning and organizing.
- Technical and analytical skills

Other Valued Criteria:

- Willingness and flexibility to work as the leader of a team.
- Social and cultural understanding.
- Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs.
- Ability to research and evaluate new techniques, tools and procedures.
- Fluent in English required.
- Excellent written and verbal communication and interpersonal skills.
- Planning and organizing.
- Ability to be approachable and provide a listening ear for all staff.

Instructions for applications:

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki.

A CV of 4 pages less coupled with a one cover letter is acceptable.

Should you be interested, please send your CV and cover letter to jobs@adrasouthsudan.org

Deadline: The deadline for receiving applications will be 5th Dec, 2019.

