



**WOMEN FOR WOMEN
INTERNATIONAL**



Job Advert

Job Title:	Monitoring Evaluation Research, and Learning (MERL) Coordinator
Department:	Programs
Office:	South Sudan
Grade Level:	G
Status (FT/PT, Exempt/Non-Exempt) :	Full-Time Regular Employee
Location:	Yei, South Sudan
Reports to:	Country Director

Overview:

Women for Women International works in some of the most dangerous places to be a woman. We serve women survivors of war in conflict and post-conflict areas around the world including Afghanistan, Iraq, DR Congo, Nigeria, Rwanda and South Sudan. Our core belief is that stronger women build stronger nations; and with access to knowledge, resources, and a support network, a woman rebuilds her life and improves her community.

Women for Women International began working in South Sudan in 2006, first in Rumbek, Lakes State, and since 2013 in Yei, Central Equatoria. More than 14,000 marginalized women have graduated from our 12-month signature program of social and economic empowerment. Following a 2-year suspension of program activities in 2017-2018 due to heightened levels of insecurity across Yei River County, we reestablished our presence and programming in Yei in 2019 and have designed an ambitious strategic plan for expanding our work and impact, both directly and through local partners, for the coming years.

Purpose

Women for Women International (WfWI) is seeking to hire a Monitoring Evaluation Research and Learning (MERL) Coordinator to oversee the successful implementation of monitoring and evaluation activities in the WfWI-South Sudan Country Office. The MERL Coordinator will work in coordination with the Social Empowerment, Economic Empowerment, Men Engagement, and Advocacy teams to ensure quality data collection, analysis and reporting to the WfWI Global Support Centre (GSC). The MERL Coordinator reports to the Country Director.

Duties and Responsibilities

Program Monitoring and Evaluation:

1. Develop a field level monitoring and evaluation framework and schedule of implementation for all components of the M&E system, in accordance with WfWI strategies and guidelines.
2. Promote a culture of "Lessons Learned" and best practices of M&E activities, ensuring that data and processes are discussed in appropriate forums and in timely fashion for effective use in field activities.
3. Work closely with trainers to gather and compile success stories and case studies.
4. Coordinate with Social Empowerment, Economic Empowerment, Men Engage and Advocacy teams to ensure that M&E data is integrated into all country planning, programming, and reporting.
5. Oversee data collection, training of staff and contractors in M&E forms and processes, including electronic data collection, and tracking of program participants and graduates.

6. Collaborate with the GSC M&E team for design of new M&E forms and tools, and to ensure that M&E activities in the South Sudan are aligned with the WfWI's global strategy.
7. Carry out regular field monitoring visits to oversee WfWI-South Sudan program activities and identify areas where adjustments are needed for better M&E reporting.
8. Monitor and evaluate the work of local partners that have received grants or sub-grants from WfWI; liaise with partners to provide technical support in M&E activities as needed.
9. Compile analytical reports on key M&E activities of WfWI-South Sudan and local partners to fulfill data/information requests from HQ, and donor reporting requirements, and maintain accurate records of communication.
10. Prepare bi-weekly work plans and monthly reports for submission to the Country Director.
11. Participate in country office strategy development, proposal development and fundraising activities

Research and Learning:

1. Coordinate special evaluations, impact studies, research, and community assessments as needed.
2. Lead on the identification of program information gaps that require research/investigation and coordinate with GSC on the design and execution (including analysis) of bespoke internal research activities.
3. Lead the presentation of program outcome data at quarterly country office meetings; interpret and communicate evidence-based program needs to other teams and program trainers based on data.
4. Serve as the country office focal point on program learning; actively solicit and document lessons learned for input into program quality improvement.
5. Proactively evaluate program data – including routine monitoring, outcome data, evaluations, etc. – and continuously communicate key findings and actionable insights to relevant program staff and SMT.

Personnel Management:

1. Direct supervision of Monitoring and Evaluation Officer.
2. Lead on recruitment for M&E data collection staff and contractors in the CO.
3. Supervise direct reports in line with WfWI's performance management framework, including the setting of annual performance objectives, completion of annual performance appraisal, and regular one to one meeting to review progress throughout the year.
4. Conduct weekly M&E departmental meetings and oversee time and attendance and work planning and scheduling of all staff in the M&E department.

Budget Management:

1. Responsible for the efficient and effective use of the country office M&E budget.
2. Ensure that expenses are reviewed and approved according to budget and need.
3. Review monthly "budget vs. actual" reports to track actual expenditures against projected budget and address changes needed.
4. Timely provide required documentation to Finance department as needed.
5. Participate in new budget development and annual operational budget planning for the M&E department

Other duties as assigned by supervisor.

Qualifications

- Minimum Bachelor's Degree in Social Sciences or related discipline.
- Minimum of +4-7 years' work experience in a relevant field (M&E/ field research/ statistics/ cooperative management/ development/ poverty reduction programs and related fields), preferably within the INGO sector.



- Proven experience of using participatory tools and methodologies for program identification, implementation, monitoring and evaluation.
- Understanding and experience of gender issues and commitment to addressing gender inequalities in all areas of responsibility.
- Excellent analytical and report writing skills and ability to present complex data and analysis in a clear way; excellent attention to detail required.
- Excellent interpersonal skills and ability to work well as a part of a team and to interact professionally with culturally and linguistically diverse staff and participants.
- Ability to handle confidential and sensitive information with discretion is required.
- Ability to work with minimum supervision and under pressure and to meet deadlines.
- Ability and willingness to travel within South Sudan and internationally as required.
- High level of fluency in English and basic Arabic (speaking, reading, writing). Knowledge of local language is an added advantage.
- Excellent computer skills including working with Microsoft Word, Excel, PowerPoint, and Email applications. Database management /data entry and analysis experience is required. Experience using statistical software and electronic data collection is preferred.

Application Instructions:

This position is in Yei, South Sudan and South Sudanese are encouraged to apply. We will be reviewing applications on a rolling basis, so please apply by e-mail at your earliest convenience through sosudanjobs@womenforwomen.org and copy to samoko@womenforwomen.org and mabure@womenforwomen.org, Mkajokaya@womenforwomen.org

Note: Only short-listed applicants will be contacted for interview.

Women are strongly encouraged to apply

Deadline for submission of applications Monday 15th July 2022 at 5:00 PM

