TITI FOUNDATION
The Hope for the Marginalized in South Sudan

Nyakuron West,
Juba, South Sudan
+211924542212
info@titifoundation.org
www.titifoundation.org

BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of "**TOGETHER IN TRANSFORMATIONAL INITIATIVES**"- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

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Approved
15 NOV 2025
REPUBLIC OF SOUTH SUDAN
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Position Title: Monitoring and Evaluation (M&E) Assistant
Department: Programmes
Duty Station: Kajo-Keji, Central Equatoria.
Reports To: Gender and Protection Manager
Employment Type: Full-time

1. Job Purpose

The Monitoring and Evaluation (M&E) Assistant is responsible for developing, coordinating and implementing effective monitoring, evaluation, accountability and learning systems to ensure that TITI Foundation's projects and programmes are implemented effectively and achieve their intended results.

The Asistant will support programme teams in tracking project progress, measuring performance against established indicators, collecting and analysing reliable data, preparing quality reports, documenting lessons learned and providing evidence-based recommendations to improve programme implementation and decision-making.

2. Key Roles and Responsibilities

A. Monitoring and Evaluation Systems

3. Develop, review and maintain project monitoring and evaluation plans, frameworks and tools.
4. Ensure that project activities are monitored against approved work plans, logframes, indicators and targets.
5. Support the development and review of project logical frameworks, theories of change and results frameworks.
6. Establish and maintain effective data collection, verification, analysis and reporting systems.
7. Conduct regular field monitoring visits to assess programme implementation and verify reported results.
8. Track project outputs, outcomes and progress towards achieving programme objectives.
9. Identify implementation gaps, challenges and areas requiring corrective action.

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B. Data Collection, Management and Analysis

1. Design and administer appropriate quantitative and qualitative data collection tools.
2. Coordinate baseline assessments, midterm reviews, endline assessments and other programme evaluations.
3. Ensure accurate, complete and timely collection, entry, cleaning, analysis and storage of programme data.
4. Maintain updated project databases and monitoring records.
5. Conduct regular data quality assessments and verification exercises to ensure the reliability and validity of reported information.
6. Analyse programme data and prepare statistical summaries, charts and performance reports.
7. Ensure that all programme data is properly documented, securely stored and accessible to authorized personnel.

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C. Reporting and Documentation

1. Prepare timely monthly, quarterly, semi-annual and annual M&E reports.
2. Support programme teams in preparing accurate donor reports and performance updates.
3. Consolidate monitoring information from field offices and project implementation teams.
4. Document success stories, case studies, best practices, challenges and lessons learned.
5. Provide evidence-based recommendations to management and programme teams.
6. Ensure that reported achievements are supported by reliable and verifiable data.

D. Accountability and Community Feedback

1. Support the establishment and implementation of Community Feedback and Complaints Response Mechanisms (CFM/CRM).
2. Ensure that beneficiaries and community members have accessible and safe channels to provide feedback and raise concerns.
3. Coordinate the documentation, tracking and follow-up of feedback and complaints in collaboration with relevant departments.
4. Promote beneficiary participation in programme monitoring and evaluation activities.
5. Ensure that monitoring activities uphold accountability, transparency, inclusion and the dignity of beneficiaries.
6. Escalate sensitive complaints, including safeguarding and protection concerns, through established organizational procedures.

E. Programme Quality and Learning

1. Work closely with programme teams to improve project quality and implementation standards.
2. Facilitate reflection meetings and learning sessions to review programme performance.
3. Identify implementation challenges and recommend practical solutions.
4. Support the development and implementation of action plans arising from monitoring findings and evaluations.
5. Promote the use of monitoring findings and lessons learned in programme planning and decision-making.
6. Participate in coordination meetings with partners, donors and relevant stakeholders on M&E-related matters.

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F. Capacity Building and Coordination

1. Provide technical guidance and support to programme staff on monitoring, evaluation and data management.

2. Train field staff and data collectors on data collection tools, reporting procedures and monitoring standards.
3. Work closely with Project Managers, Project Officers and other technical staff to ensure effective monitoring of project activities.
4. Coordinate with relevant government institutions, implementing partners and other stakeholders on M&E activities.
5. Support programme teams in developing measurable indicators and realistic targets.
6. Perform any other duties assigned by the supervisor in line with the position's responsibilities.

Qualifications and Experience

- Bachelor's degree in Monitoring and Evaluation, Statistics, Development Studies, Social Sciences, Project Management, Economics or a related field.
- A postgraduate qualification or professional training in Monitoring and Evaluation will be an added advantage.
- At least three (3) years of relevant working experience in monitoring, evaluation, accountability and learning, preferably within an NGO or development organization.
- Demonstrated experience in developing M&E frameworks, indicator tracking tools and data collection instruments.
- Experience in quantitative and qualitative data collection, analysis and reporting.
- Experience in donor-funded projects and preparation of donor reports.
- Experience working with communities, local authorities and implementing partners.
- Knowledge of humanitarian and development programming in South Sudan will be an advantage.

Technical Skills and Competencies

The successful candidate should demonstrate:

1. Strong knowledge of monitoring, evaluation, accountability and learning (MEAL) approaches.
2. Good data collection, analysis, interpretation and presentation skills.
3. Proficiency in Microsoft Excel, Word and PowerPoint.
4. Experience with digital data collection platforms such as KoboToolbox, ODK or other relevant systems.
5. Ability to develop M&E plans, indicator tracking tables, data collection tools and reporting templates.
6. Strong report-writing and documentation skills.
7. Excellent organizational, analytical and problem-solving abilities.
8. Ability to work independently and meet reporting deadlines.
9. Good communication, interpersonal and teamwork skills.
10. Ability and willingness to travel to field locations when required.

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Core Values and Behavioural Competencies

The M&E Officer is expected to demonstrate:

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- Integrity, honesty and professional accountability.
- Commitment to TITI Foundation's mission, vision and values.
- Respect for diversity, gender equality and inclusion.
- Confidentiality and responsible management of programme information.
- Commitment to safeguarding, child protection and prevention of sexual exploitation, abuse and harassment.

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- Strong teamwork, flexibility and professional conduct.
- Commitment to transparency, learning and continuous improvement.

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Performance Indicators

The performance of the M&E Officer will be assessed against the following key indicators:

1. Timely development and updating of project monitoring and evaluation plans.
2. Accuracy, completeness and reliability of programme data.
3. Timely submission of monthly, quarterly and other required M&E reports.
4. Regular field monitoring visits conducted and documented.
5. Timely completion of data quality assessments and verification exercises.
6. Effective maintenance and updating of project databases and indicator tracking tools.
7. Quality of analysis and practical recommendations provided to programme teams.
8. Effective documentation of lessons learned, success stories and best practices.
9. Functionality and timely follow-up of beneficiary feedback and complaints mechanisms.
10. Effective technical support and capacity building provided to programme staff.

Professional standards
The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces polices on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy
Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person liked to the program by both its employees and downstream partner.

Equal opportunity employer
TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply
Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to Titi Foundation Head Office, Nyakuron West, along Rock City Road behind blue flag, or sent in soft copy to: titifoundationss@gmail.com

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Only shortlisted candidates will be contacted.
Submit your application before deadline, any application after 1st December 2026 cannot be considered.

Note: Female candidates are strongly encouraged to apply.

Due to the urgency of this role, applications will be reviewed on a rolling basis until the position is filled.