

MAG South Sudan  
Plot No. 1 Block 1, 1<sup>st</sup> Class Area  
Jondoki Kamiru,  
Bijaham Road, Adjacent to Ezentus  
Juba, South Sudan

## EXTERNAL ADVERTISEMENT- MONITORING AND EVALUATION TEAM LEADER-1 POSITION

### Open to South Sudanese Nationals Only

**Employer:** Mines Advisory Group (MAG)  
**Department:** Technical  
**Reporting to:** Community Liaison Supervisor  
**Base Location:** Field base  
**Working Area:** Juba/Field Base  
**Opening Date:** 8<sup>th</sup> May 2024  
**Closing Date:** 21<sup>st</sup> May 2024

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Monitoring and Evaluation Team Leader** for its operations.

### **Summary of the Position**

The Monitoring and Evaluation (M&E) Team Leader will play a crucial role in supporting the implementation of MAG South Sudan's projects by ensuring effective monitoring, evaluation, and reporting of project activities. The M&E Team leader will lead the M&E team of two M&E Officers and will work closely with programme, CL and technical teams to collect, analyses, and manage data, and provide insights to improve project, and impact of mine action interventions. The M&E Team Leader collaborates closely with field teams, partners, and stakeholders to continuously assess progress and identify challenges

This is a field based, and will be part of a MAG project that carries out activities in communities affected by landmines across the country. The applicant must be willing to work and travel to other parts of South Sudan when required.

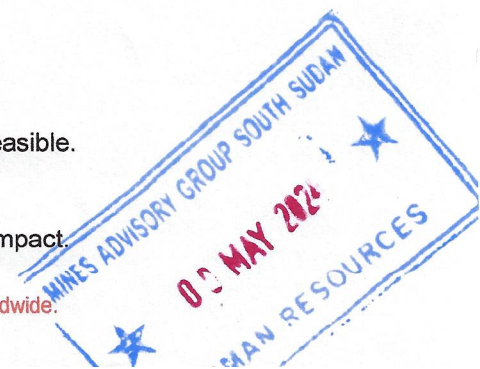
### **Principal Responsibilities**

#### **Monitoring and Data Collection:**

- Develop periodical M&E plans for MAG South Sudan's projects and lead M&E team to implement the plans.
- Assist the Line Manager with designing data collection tools and methodologies aligned with project objectives and donor requirements.
- Lead the data collection on project activities, outputs, and outcomes against established indicators and targets.
- Lead data collection efforts during surveys, interviews, and focus group discussions.
- Ensure the timely and accurate collection of data from project sites.
- Maintain a robust database of project-related information.
- Ensure the inclusion of Washington Set Group questions in all assessments as feasible.

#### **Data Analysis and Reporting:**

- Assist Line Manager to analyze collected data and assess project progress and impact.





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- Conduct regular field visits with M&E team.
- Ensure data accuracy and compliance with established procedures.
- Ensure proper collection and documentation of lessons learned, and best practices.
- Ensure proper collection and documentation of case studies related to Pre and Post clearance impact assessments based on donors' requirements.
- Assist Line Manager to generate regular M&E reports, including key performance indicators (KPIs).
- After field visits, compile findings and prepare reports to share with Line Manager.
- Provide recommendations to Line Manager based on data analysis to improve project implementation.

**Impact Assessment:**

- Lead conducting of the Pre-clearance impact assessment (baseline), whenever a new clearance task starts.
- Lead conducting of the periodical Post clearance impact assessment, after completion of the clearance task.
- Lead conducting of the REPP Knowledge Retention surveys

**Evaluation and Learning:**

- Support Line manager on project evaluations and assessments.
- Assist Line Manager to facilitate learning sessions and discussions of the M&E team to promote adaptive management and leadership.
- Identify best practices and lessons learned to inform future projects.

**Quality Assurance:**

- Ensure the quality, validity, and reliability of collected data and documentation process.
- Identify challenges that may impact project performance and outcomes and report to Line Manager.
- Conduct regular data quality assessments collected by M&E team.

**Coordination:**

- Coordinate with technical staff information sharing on starting and completion dates of clearance tasks for planning of PPCIA.
- Collaborate with programme teams, CL Teams, and other stakeholders to ensure M&E activities align with project objectives.
- Participate in coordination meetings and working groups as required
- Strong quantitative and qualitative data analysis skills.
- Experience in using M&E software and tools.



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- Excellent report writing and communication skills.
- Ability to work independently and as part of a team.
- Experience working in conflict-affected or post-conflict environments is a plus.
- Knowledge of the context and challenges related to mine action is an advantage.
- Experience in monitoring and evaluation, preferably in humanitarian or development projects is an advantage.

#### Personal Attributes:

- Strong analytical and problem-solving skills.
- Detail-oriented and organized.
- Adaptability and ability to work under pressure.
- Ability to prioritize works and meet deadlines.
- Commitment to MAG's mission and values, including a commitment to safety and equality.
- Cultural sensitivity and respect for diversity
- Excellent written and spoken English & local languages (particularly those spoken in Magwi county is an asset).

#### Shared Responsibilities

- Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor.

#### All staff are expected to undertake the following general duties

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programs.

Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

#### Person Specification





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### Essential Experience

- Previous experience in monitoring and evaluation role
- Excellent skills in Data management
- Organized and able to manage a busy workload
- Excellent computer skills
- Able to work efficiently and meet deadlines
- Reliable with good time keeping

### Essential Skills and Knowledge

- Good level of spoken English
- Ability to understand and follow instructions
- Effective listening skills and the ability to communicate
- Local Language requirements

### Essential Aptitude

- Ability to work under pressure and independently
- Self-motivated, flexible and enthusiastic approach to work
- Punctual, reliable and trustworthy

### Qualifications

- Bachelor's degree/Diploma in Economics, Statistics and International Development



### Selection Criteria:

- Minimum 3-5 years of relevant and practical work experiences in Monitoring and Evaluation
- South Sudanese nationals only
- Completed College or University with Economics, Statistics and International Development
- Demonstrated work experience handling confidential information
- Proficiency with Microsoft office products; excel, word, outlook, power point
- Good command of English and Juba Arabic

***Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.***

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing), if you have any concerns in this area these should be reported to the County Director.**



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#### HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; [recruitmentss@maginternational.org](mailto:recruitmentss@maginternational.org) by 21<sup>st</sup> May 2024, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

**NOTE:** Do not attach original certificates. MAG will not return application documents to applicants.

***Women and men are both encouraged to apply. MAG is an equal opportunity employer.***

