

Approved *[Signature]*

**NORWEGIAN REFUGEE COUNCIL (NRC)- SOUTH SUDAN
VACANCY ANNOUNCEMENT**

JOB TITLE:	Monitoring and Evaluation Team Leader
REPORTING:	Area Manager
SUPERVISION OF:	M&E Officer (s)
DUTY STATIONS:	Roving between Warap, Northern Bar el Ghazal and Wau
DURATION AND TEPY OF CONTRACT:	12 Months renewable subject to funding
STARTING DATE:	As soon as possible
SALARY:	As per NRC National Scale



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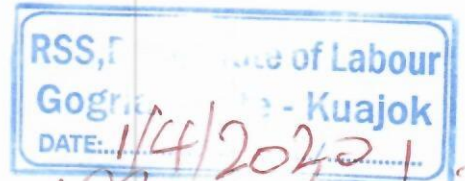
The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

The role of M&E Team leader is to support Area Manager and other program staffs in the implementation of M&E processes, information management, Project Cycle management processes and providing inputs to M&E log frame, M&E Matrix and report writing. He/she regularly follows-up and receives Area level monthly indicators progress tracking report and aggregate data with support from CO M&E Coordinator. Enter and maintain online Global Output and Outcome Reporting (GORS) data management system; Regional PMT online, train field team on M&E tools including monitoring tools, Kobo/mobile based data collection system, complaints/feedback mechanisms, reporting procedures and other M&E processes; Actively participate in assessment, project baseline and end line data collection.

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the project officer is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

REPORTING TO
Area Manager –North Region.

- DUTIES AND RESPONSIBILITIES:**
1. Ensure that the country M&E Framework is implemented as per NRC M&E guidelines;
 2. Make sure complete and accurate project information are reported timely to the Country Office by each area office with necessary disaggregation (data by area/location, core competency, gender, type of beneficiaries (IDP, refugees, host community, returnee and other));
 3. Compile and update regularly CO level monthly output tracking sheet, online GORS reporting, CRFM database and Balanced Score Card (BSC) when necessary;
 4. Support data collection, supervision and data analysis
 5. Develop M&E tools for gathering information/data from the field and keep up to-date data required for timely and quality reporting;
 6. Assist program staff in the preparation and review of reporting formats and the review, verification and finalization of monthly, quarterly and annual progress reports in accordance with NRC and donor requirements;
 7. Support the area teams to improve quality of monitoring, evaluation and accurate reporting, including training on M&E tools;



8. Support field program staff to implement project level assessments, including PDMs, baseline survey using Kobo, outcome measurement, and multisector area level assessments where relevant, training and supervising of enumerators, data entry and analysis;
9. Participate in project proposal development and provide inputs on project targets setting and logical framework development;
10. Assist in implementation of a Complaints Response and Feedback Mechanism (CRFM) for all programs by creating compliant database;
11. Support the preparation of detailed implementation plans and M&E matrix for all programs;
12. Support the role out of digital based data collection using mobile phones/tablets;
13. Provide M&E technical support to Rapid Response Team (RRT) and participate in development of M&E tools and assessments of new areas or programs;

Qualifications and Competencies

- University degree preferably in social sciences, Statistics, Economics or other relevant discipline
- At least 3 years' monitoring and evaluation in field of humanitarian/development project
- Knowledge of data collection and data collection instruments (technology);
- Exposure to a wide range of information management systems related to humanitarian/development and/or operational (e.g construction) activities)
- Strong data analysis skills (qualitative and quantitative data analysis)
- Previous experience in managing large data sets for multiple projects/donors including online database management
- Experience working with statistical computer software packages (SPSS, Stata) and advanced skills in spreadsheet.

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **10th April 2020**, on line or by email to SS.job@nrc.no or in an enclosed envelope clearly marked "Application for: Position of **M&E**

Team Leader Warap, Wau and Northern Bar el Ghazal to one of these locations:

- NRC Human Resource Office in Juba
- NRC Human Resource Office in Alek, Aweil
- NRC Office Daraja Wau
- NRC Office in Bor or Twic East

Only short-listed candidates will be contacted, by e-mail or by phone.

THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY, WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Note: Due to the urgency of position, NRC will review applications on rolling bases and will select a suitable candidate before closing date.

This position is subject to funding.



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