

SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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APPROVED
Labour
29/8/23



Date: 29th/08/2023

JOB ADVERTISEMENT

Organizational Background

Support for Peace and Education Development Programme (SPEDP) was founded in 2007. The organization was registered by the Ministry of Justice and Constitutional Affairs on 25th May 2009 under Reg. No. 456 and by SSRRC in April- 2011 under Registration No. 114. SPEDP is also registered in Uganda by the Ministry of Internal Affairs on 30th September 2016 under Registration No. 0146. SPEDP has a presence in eight states of South Sudan including Central Equatoria, Eastern Equatoria, Western Equatoria, Northern Bahr-el-Ghazal, Western Bahr-el- Ghazal, Unity, Upper Nile, and Jonglei. SPEDP has reached over 500,000 households (returnees, internally displaced people, and host communities) in South Sudan through its (1) Resilience Building; (2) Humanitarian Response; (3) Health and Nutrition, and (4) Research and Innovation.

With anticipated funding from the United Nation Development Programme (UNDP) through ICAP at Columbia University's Mailman School of Public Health in South Sudan, SPEDP is therefore advertising the below position to be recruited pending the award of the grant. This funding is provided by the Global Fund (GF), a C19 Response Mechanism (C19 RM), to mitigate the effects of C19 on HIV care and treatment, TB, and the Malaria Program in South Sudan.

Details for the position:

Job Title:	Monitoring & Evaluation officer
Vacancy position	1 (One)
Country Program:	South Sudan
Duty Station:	Juba County
Position Reports to:	CBM Coordinator
Position Opened for:	South Sudanese Nationals
Desired Start Date:	ASAP
Closing Date for Applications:	September 15 th 2023

Tasks and Responsibilities

Position Summary



The M & E Officer shall work with the ICAP SI unit head to refine M & E framework and develop data collection and reporting tools to track project deliverables. He/she will work with the Data Management Unit to improve data flow, availability, and quality at all levels. Assess project progress towards implementation of planned activities and achievement of set targets and provide a report to the project team for action.

Other Additional Roles and Responsibilities:

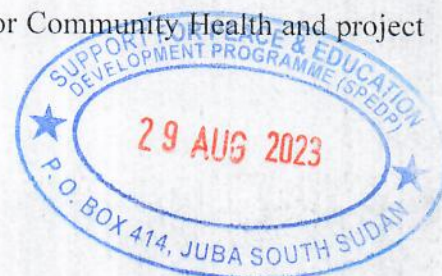
- Technically supervise CLM survey data collection, analysis, visualization, and dissemination
- Technically support project assistants to develop action plans based on results of the CLM survey and review such plans to ensure gaps identified during the CLM survey are addressed.
- Lead data presentation during CLM dissemination workshop and respond to data queries
- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement.
- Assist in the development, review, or finalization of the project Work Plan and keep it updated with project activities and timeframes as relevant.
- Support the review of the overall framework, for project M&E, for example, mid-term project review, impact assessment, and final evaluation, and develop a project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with enumerators on M&E as may be required from time to time in the duration of the project implementation.
- Collect data regularly to measure achievement against the performance indicators.
- Check data quality with enumerators.
- Maintain and administer the M&E database; analyze and aggregate findings.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Review monthly progress reports from project staff and ensures they have evidence to back them up and provide feedback when required.
- Prepare weekly, monthly, and quarterly project progress reports and share them with the ICAP SI unit.
- Lead design and implementation of baseline, mid-line, and end-line/final evaluation of project activities.
- Work with state and facility-level ICAP SI team members as well as other partners to leverage resources and improve reporting rates.
- Attend TWG meetings including data management TWG and the M & E Officer will work 100% LOE on this project.
- Perform other duties as may be assigned by the CBM Coordinator and SPEDP Health and Nutrition Program Officer.



Qualification and Experience

Education Qualifications

- First-level University degree in statistics, demographics, public policy, international development, economics, health sciences, or a related field. An advanced certificate in M&E, statistics, or economics is preferred.
- Additional training related to HIV, TB, Malaria, COVID-19, or Community Health and project planning and management is an added advantage.



Desired Experience

- Minimum of three (3) years of professional experience in an M&E position and responsible for implementing M&E activities of health-related projects.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to enumerators and target beneficiaries.
- Excellent written and spoken command of English. Knowledge of Juba Arabic is an added advantage.

Skills and abilities required

- Good knowledge of program implementation, monitoring, and evaluation techniques and practices.
- Familiarity with impact assessment is an advantage
- Good knowledge and experience regarding gender mainstreaming.
- Good moderation, facilitation, and training skills.
- Demonstrated ability to liaise and negotiate with the government.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer application skills.
- Good organizational skills.
- Ability to work independently with minimum supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.



Application procedures:

Applicants desiring consideration for this position should submit their expression of interest with the following non-returnable documents:

- An application letter, expressing your motivation for the position you are applying for and how you think you have precisely met the requirements.
- Current CVs, copies of diplomas or certificates, including nationality certificate or Passport.
- List of three (3) recent supervisors who can serve as job references with valid email addresses and telephone contacts.

Interested candidates should drop their applications addressed to Human Resources Officer, SPEDP Head Office – Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd. P.O. Box Number: 414, Juba, South Sudan not later than 15th Sept 2023. 4:00 pm. Through the following email address: recruitment@spedp.org for more details visit our website: www.spedp.org

NB: Due to the urgency of the position, applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

