



VOLUNTEER/INTERNSHIP ANNOUNCEMENT

Position: Monitoring and Evaluation (M&E) Officer -1

Location: Juba

Reports to: Programs Director.

Start Date: ASAP.

About Women and Girls' Initiative (WGI)

We are a humanitarian women-led organization dedicated to fighting poverty and injustice through alleviating human suffering, legally registered on the 18th day of September 2023 by the RRC-Republic of South Sudan. It has been born of the contextual truth that women and children especially girls are more affected during times of disasters (man-made and natural) given their level of vulnerability to these shocks. We place special focus on working alongside poor women and girls because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are at the heart of WGI's community-based efforts to improve skills development, advocate for their rights, including the denouncement of all forms of discrimination including Gender-Based Violence (GBV), child rights abuse, Sexual Exploitation and Abuse (SEA), prevent the spread of diseases including STIs, and increase access to clean water, sanitation and Hygiene, provision of menstrual health, expand economic opportunity and protect natural resources. WGI also delivers emergency aid to survivors of conflict and natural disasters, and helps people rebuild their lives.

Position Summary

The **Monitoring and Evaluation Officer** is responsible for monitoring and ensuring high quality and timely inputs, and for ensuring that the project meets its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.

He/she will be responsible for designing and implementing M&E activities of the project. Assist the project manager in preparing quarterly /annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the project and will be responsible for the collection and analysis of different data in relation to the project activities.

Women and Girls' Initiative (WGI) is looking for a dynamic person to fill a **volunteer position Monitoring and Evaluation (M&E) (Man or Woman)** to be based in Juba, with some travels to field locations.



MAIN ROLES AND RESPONSIBILITIES;

Setting up the system:

- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop 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 baseline data for each project component and for all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- 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 collaborating partners on M&E as required.

Implementation of M&E and coordination:

- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners.
- Maintain and administer the M&E database; analyze and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.
- 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.

Communication:

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Manager with management information she/he may require.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform other duties as may be assigned by the Programs Coordinator and Executive Director



KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED;

- In-depth knowledge on MIS, M&E and development issues
- Bachelor degree in statistics, demographics, Public Policy, International Development, Economics, or related field. Advanced certificate in M&E, Statistics, and Economics preferred.
- Excellent knowledge of monitoring and the application of methodology, good understanding of capacity assessment methodologies
- Excellent communication skills (written and oral), sensitivity to and responsiveness to all partners, respectful and helpful relations with donors and project staff
- Ability to lead implementation of new systems(business side) , and affect staff behaviours/attitudinal change
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and deferring points of view
- At least 1-3 years of related experience
- Experience in Monitoring and Evaluation (M&E) including LFW , tools used in M&E and reporting
- Experience in designing tools and strategies for data collection , analysis and production of reports
- Proven ICT skills especially in the development of MIS software using database software
- Expertise in analyzing data using statistical software and strong training and facilitation skills

APPLICATION & DEADLINE FOR SUBMISSION;

At Women and Girls' Initiative (WGI), we are an equal opportunity employer committed to building a diverse and inclusive team, we encourage applications from people of all religions, tribes, gender, persons with disabilities (special needs).

Please send your applications, Curriculum Vitae (C.V), Copies of academic and training certificates and a cover Letter addressed to the: **Human Resource-WGI, Juba office at Africa Zeal University Premises, Munuki Block (A-V), Plot # 249 Opposite, New Jerusalem Clinic, Adjacent to Moderna Restaurant, or call 0921119032/0921367495 or email: wgirlsinitiative@gmail.com not later than the 12th day of December 2023 before COB (5:30 PM CAT)**

