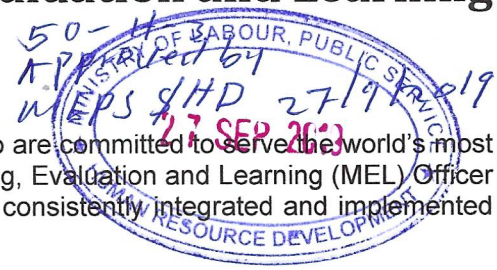




Job Advertisement

Monitoring, Evaluation and Learning Officer



Job Purpose: Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care, the Monitoring, Evaluation and Learning (MEL) Officer works to ensure that monitoring, evaluation and learning systems are consistently integrated and implemented throughout Medair's programme activities.

A. Key Responsibilities

Monitoring and Evaluation

- Design and implement, in collaboration with field sector advisors and the MEL manager, data collection such as needs assessments, Post Distribution Monitoring, SMART and KPC surveys using recognised methods of data collection (e.g. cluster sampling, LQAS).
- Train relevant programmes staff on M&E tools, data collection and analysis, and basic surveying and sampling techniques.
- Ensure the collection of good quality data in order to reflect the progress of programming by supervising enumerator teams, data clerks and translator teams.
- Coordinate implementation of M&E tools, including training and support for project managers and field teams, **Beneficiary Accountability**
- Promote the principles and practices of beneficiary accountability to colleagues by providing support in beneficiary feedback and other good practices as required

Communications

- Provide, in collaboration with the MEL manager and with input from field and HQ sector advisors, support for project managers, in projecting data, and compiling reports on progress towards indicators
- Provide analysis of data in a timely manner for internal monitoring and donor reporting, writing project reports as required

Quality Management

- Coordinate the technical aspects of field M&E operations such as mapping the survey area and asking for the latest population data
- Actively participate in designing questionnaires for surveys and assessments
- Coordinate the logistics involved in survey related field work: following up with the project teams on enumerator recruitment progress and booking a training venue
- Coordinate the translation and back translation of questionnaires and other data collection tools.

Delegated Responsibilities

- Collaborate with the project managers, field and HQ advisors during planning and preparation for Household Surveys (Baseline, follow up/mid-term, end of project)
- Ensure smooth and timely flow of information from survey preparations, implementation, results sharing and report writing
- Design enumerator training material for implementing household and other surveys as required

B. Person Specifications

Essential

- Degree in epidemiology/public health, statistics or a related field
- 1 year of experience in data analysis and communication including report writing
- 1 year of experience managing a humanitarian M&E system including supervising household surveys
- Good English (spoken and written)
- Microsoft Office— Demonstrated proficiency in using Excel & SPSS
- Able to use and programme ODK derived products

Desirable

- Post graduate training and experience in monitoring and evaluation of humanitarian programmes using qualitative and quantitative data collection methods
- 1 years of cross-cultural experience
- Ability to speak, or willingness to learn, local language.
- Proficiency using SMART –ENA software and ODK usage to collect data

Applications deadline: **16th October 2020.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment**

Human Resources Department

Medair South Sudan - Theo Road, Hai Tong Ping

or e-mail: recruitment-sds@medair.org

