



Fresh Ideas. Better Lives

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50-H-3
Approved by Senior Inspector
Ato/PROJ,
Date 15/06/2022
15 JUN 2022
MINISTRY OF PLANNING
PUBLIC SOUTH SUDAN

NARRATIVE HUB
15 JUN 2022
SOUTH SUDAN

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

Location: Yei (Central Equatoria State)

Reports to: Project Manager

Duration of Contract: 3 months

Start date: As soon as possible

Narrative Hub (NH) is a women-led national NGO that provides innovative, community-based, and sustainable approaches to solving South Sudan's intractable problems. The Hub strives to influence programming through creating an environment in which positive developments and, thus, positive stories can unfold in sectors ranging from rights, access to justice, protection, education, and livelihoods improvement. It is a process spearheaded by community volunteers, who are change agents that we refer to as "voices of transformation" as they seek to change others through their stories in what we call the "transformational stories" told within communities. Those stories are told/depicted orally, through music, traditional/cultural songs and dances, drama or skits/role plays, then documented and shared through audio-visuals or in written format. Narrative Hub is legally registered by Relief and Rehabilitation Commission (RRC) in South Sudan under registration no. 1,099. We place special focus on working alongside women living in poverty because, equipped with proper resources, women have the power to help whole families and entire communities move out of poverty.

Job Overview/Summary

M&E officer is responsible for assisting the Project Manager in overall Monitoring and Evaluation of project in respective target area. Under the supervision of the Project Manager, the M&E Officer will be responsible, among others, for collection and compilation of data from the program teams for reporting, make arrangements for M&E related activities including capacity building. The position holder will assist in preparation of various M&E related reports including weekly updates and monthly reports. S/he will also assist in collection and entry of data for various surveys/studies undertaken internally and externally. M&E Officer will conduct field monitoring visits of program activities as and when required. S/he will ensure proper recordkeeping of all M&E records of M&E unit. The position holder will work closely with component-based M&E focal persons and will extend all possible support to them in ensuring quality of data and use of standardized data collection and reporting tools.

Major Responsibilities:

- Assist the Project Manager in all M&E related functions/task.
- Support in consultation with field project staff to identify needs of project database.

- Coordinate with project team & component based M&E focal persons for collection of data as per M&E needs.
- Support the project team in using standardized data collection and reporting tools.
- Participate in various capacity building activities as initiated and assigned by the Project Manager.
- Assist the Project Manager in identifying various M&E needs to assess project progress and performance regularly in close consultation with the project team.
- Ensure timely collection, compilation and making available the data required for reporting on project progress and its indicators.
- Update the M&E system on regular basis to ensuring the quality of data at par with the required quality standards.
- Assist the Project Manager in drafting periodic reports i.e. weekly monthly, quarterly and annually including reports on indicators.
- Preparing plans for M&E activities and submit to Project Manager.
- Take part in consultations for design of various survey & studies
- Assist in collection and entry of data for surveys & studies conducted internally in timely and efficient manner
- Ensure proper recordkeeping and efficient filing of all M&E records including filled data collection tools, reports, evidences of the reported progress, official correspondence etc.
- Update with the support of M&E focal persons and project team, various tracking sheets developed to track progress against targets of work plan activities and indicators.
- Perform any other relevant tasks as assigned.

Basic Requirements

- Bachelor degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an advanced certificate in M&E, statistics, or economics preferred.
- Minimum of six years of professional experience in M&E position responsible for implementing M&E activities on international development projects.
- Experience in strategic planning and 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.

- Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages.
- Fluency in English and Arabic is required.

Preferred Qualifications

- Knowledge of and experience with working with the NGOs from various sectors.
- Demonstrated ability through previous experience with data quality assessments and oversight, developing and refining data collection tools and analyzing data, and managing and providing ongoing training to M&E field officers.
- Experience in planning and managing surveys and gender-related analysis.

INTERESTED SOUTH SUDANESE APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER, THROUGH EMAIL TO:

Email: narrative.hub2@gmail.com. Please ensure your application email has the subject heading “**Monitoring and Evaluation Officer**”

OR



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Physically drop the application at Juba Head office **Munuki Hai Gezira Plot #132** Next to **Suk-Libya Market** or call **0928579009** for direction

Deadline for applications

28th June 2022 by **midnight**, only those applicants selected for an interview will be contacted.

Narrative Hub is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with Narrative Hub's Child Protection Policy, including appropriate reference and security checks.

Due to urgency of this position, applications received will be reviewed on as and when received and the position may be filled before closing date

