



AMALNA (AMSS) SOUTH SUDAN



ONE (1) M&E MEAL ASSISTANT - JUBA

Background

AMALNA South Sudanese is a media Support National Non-Governmental organizational (NNGO) founded and registered with Relief and Rehabilitation Commission (RRC) in 2016 with registration number 499. The main aim of the organization is to work with youth and local communities at the grassroots level to bring about peace and national development, our thematic focus is on peace building, Democracy and Governance, Natural Resource Management, Media Development, humanitarian Response and Economic Empowerment and institution Capacity Strengthening.

AMALNA is experienced in the use of Media and communication to inspire positive Voices as a means of promoting a culture of peace and reconciliation and thus contributes to good governance and reconciliation in communities by supporting inclusive dialogue, awareness raising through drama, film, street theatre, outreach activities, radio, art, music, culture and capacity-building.

Amalna is a youth led organization currently covering Central Equatorial, Jonglie state, Lake's state, Eastern Equatorial, Upper Nile and Unity

We are currently looking for an experienced South Sudanese Monitoring Evaluation, Accountability and learning Officer to join our Programme team

POSITION	M&E meal Assistant
DEPARTMENT	Programmee
REPORTS TO	Program Manager
ADVERT OPEN DATE	27 th Nov 2023
CLOSING DATE	14 th December 2023

I. Purpose of the position

AMALNA South Sudan (AMSS) seeks a Juba-based M&E MEAL Officer with periodic travel to the field to oversee the implementation of Amalna, s projects. Working closely with the programme and production team and managers, this position will work as part of Amalna programme staff to support a culture and practices of reliable planning, monitoring, evaluation, accountability and reporting. This includes developing, updating



and coordinating monitoring and evaluation (M&E) activities and events within the Programme and among Amalna's partners, building the capacity of Amalna staff and partners in M&E, and promoting MEAL knowledge transfer internally and externally

II. General Key Tasks

The Monitoring Evaluation and learning officer will be responsible to establish Amalna's Meal System, develop and roll-out Amalna South Sudan Programme Performance tools for effective programme delivery in the country. He/she will be the focal point to assist technical managers in the monitoring, Evaluation accountability and learning aspect of their respective programmes and build the capacity of staff, community mobilizers and partners in effective use of the data management tools and reporting templates. The position will be responsible for generating programme implementing reports and assessment report.

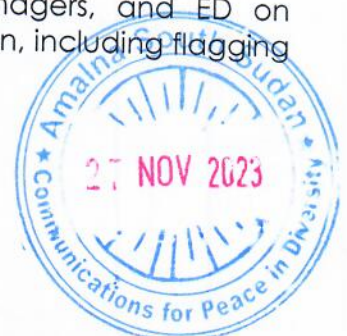
III. Tasks and responsibilities

Tool Development and Data Management

- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/programme results at different levels (Outputs, outcomes and impact).
- Develop/adopt an integrated database of all projects/programmes and ensure accountability through regular data updates and integrity.
- Work with programme officer and managers to ensure the collection of relevant and appropriate data needed for an effective MEAL system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/programs and services and for reporting on donor commitments
- Review existing data collection tools for the current programmes
- Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within Amalna South Sudan.
- Timely update and share data on the 5W matrix to the various clusters

Monitoring and Reporting

- Maintain and updates the overall program indicator tracker-based submissions from the programmes
- Work closely with the various PMs to ensure that feedback is within time
- Develop M&E plans for all projects and proposal and ensure the same is followed up during implementation.
- Ensure all grants have updated work-plan and performance management plan (PMPS) in cycle with all approved proposals, regularly reviewing and updating as needed
- Carry out data quality assessments/audit regularly for MEAL data based on agreed indicators to guide decision making.
- Provide alert to the respective programme officers/Managers, and ED on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions



- Assist in review of monthly progress reports from project staff and partners and ensure they have evidence to back-up and provide feedback to the respective staff.
- Ensure that across cutting issues such as participation, gender age and disability are effectively addressed/mainstreamed in all project implementations as part of ensuring accountability.

Assessments, Surveys and Evaluation

- Liaise with the programme officers to ensure that all new and ongoing projects adhere to acceptability requirements by initiating baseline surveys for new projects/programmes and conducting relevant evaluations for ongoing projects to meet Amalna's standards.
- Ensure that Amalna learns from all final evaluations completed projects for decision making and improvement of project designs
- Lead and/or coordinate all assessments, evaluations and performance evaluation tasks including planning and reporting on the same
- Assist in the development of TOR for external surveys and consultant recruitments/selection.
- Coordinate the review of all survey reports prepared to ensure quality and accurate reporting.

Learning, Accountability and Capacity Building

- Conduct monitoring of all implementation and post implementation monitoring that meet laid down standards on a regular basis
- Provide relevant evidence for learning from Project.
- Share learning and provide constructive comments to colleagues in order to ensure programme quality.
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in programme delivery.
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected.
- Keep abreast of new approaches and tools on M&E and provide training to Amalna staff as requested, enable staff to monitor and evaluate their own efforts, gather relevant data and produce required progress report.
- Regularly collect data on and analyse the complaints reporting and feedback Mechanism (CRFM) accountability data to the Amalna team to facilitate quality improvement.

NON-SPECIFIC RESPONSIBILITY

- Perform any other assignments reasonably associated with but not listed in this Job Description as and when assigned by the supervisor or the Executive Director.

4. Competencies

Required qualifications and work experience



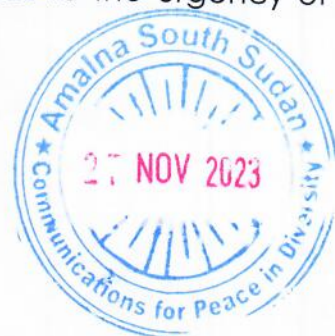
- Minimum 2 years of practical experience in monitoring and Evaluation a SBC related programmes, preferably with international organizations (INGO) and at least 3 Years with NNGOs
- Bachelor's Degree in Project Managements, Statistics, Economics, and Monitoring & Evaluations.
- Demonstrated experience in data processing and management of medium scale surveys
- Practical experience in statistical packages or data analysis software (e.g) SPP, Excel, Epi info, SMART STAT01) and advanced computer skills (word-processing, spread sheets, and database) are a must.
- Experience in conducting research studies including design, formulation implementation, analysis and presentation of results and recommendations.
- Must be result focused and be able to work under pressure and tight deadlines.
- Excellent interpersonal skills and the ability to work well within a multi-cultural team environment
- Strong analytical skills.
- Technical knowledge and experience in implementation of gender and disability sensitive approaches is a plus;
- Knowledge and experience in implementing of either peace or social protection programme.

Knowledge and Skills

- Have through knowledge of managing or implanting SSBCC projects in South Sudan (Mandatory)
- Having good knowledge about the conception and use of different mass media advocacy tools is a strong advantage.
- Have experience in moderating meetings between various actors including planning and task-sharing sessions (mandatory)
- Mobilization and interpersonal skills with both staff and stakeholders
- Have experience with participatory approaches to decision making
- Experience with (Supervision of) training and coaching is an advantage
- Experience in donor report writing, both narrative and financial.

Application Process

- Interested Candidates are requested to submit their Applications Updated CVs and scan copy of their nationality ID electrically to hr@amalna-ss.org not later than **14th December 2023** or to address: Plot 149, Block B, 3rd Class Hai Mangateen Residential Area Opposite IOM Office Juba, Republic of South Sudan
- Applications will be reviewed on rolling bases due to the urgency of the position



- The position is open only to South Sudanese nationals
- Only shortlisted candidates will be contacted and applications submitted will not be returned.
- Female candidates are highly encouraged to apply

NOTE: WE DO ACCEPT BOTH SOFT AND HARD COPIES, HOWEVER, WE PREFER YOU SUBMIT SOFT COPIES TO THE ABOVE EMAIL ADDRESS, A detailed job description will be Provided to the selected candidates.

Due to the urgency of the position the recruitment will be in a rolling bases.

