



## **Vacancy Announcement for Roving Monitoring and Evaluation Officer Based In Bor.**

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in Humanitarian, Relief and Long-term Development Cooperation in South Sudan.

NPA has been working in South Sudan since 1986 and is currently running two major programs: Humanitarian & Resilience Programme and Civil Society Development Program.

NPA South Sudan is currently implementing a number of projects in Bor, Kapoeta and Budi including **WFP funded Assets Creation and Livelihoods (ACL), Local Solutions to Build Climate Resilience and Advance Peace and Stability (PBF), Building Resilience and Enhancing Livelihoods (BREL), and Resilient Agriculture Livelihood Project (RALP).**

NPA South Sudan Program wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of Roving **Monitoring and Evaluation Officer** based in Bor, Jonglei State with frequent travels to areas of Projects Implementation and sub-offices under Bor.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

### **Purpose of the Position:**

The Roving Monitoring and Evaluation Officer is responsible for the implementation of the monitoring, evaluation and learning framework of the NPA South Sudan Jonglei State Projects. Implement the M&E framework to ensure the qualitative and quantitative evidences are gathered from activities under Bor sub offices. Also provide technical assistance to the implementing staff and beneficiaries, particularly in relation to monitoring and reporting issues.

The Roving M&E Officer works closely with Head of Sub Office in Bor, M&E Coordinator, Team Leaders, Program Coordinators and the Program Manager.

All responsibilities and reporting will be carried out in accordance with NPA South Sudan Country Strategy.

### **Duties and Responsibilities:**

#### **Design the M&E System and Tools**

- Actively participates in the development of an M&E system and tools to enable all projects to collect, aggregate and support analysis of data.
- Assists the Team Leader and Project Officers on the choice of indicators and development of a monitoring plan.
- Works with staff to develop and standardize survey tools and other data collection forms for community-based discussions, cattle camp mapping, seasonal livelihoods planning, CBPP, activity planning and processes within project/program and stakeholders.
- Participates in the development of project proposals through the provision of technical expertise using standard formats.
- Proposes implementation targets with monitoring and evaluation indicators.
- Implements qualitative and quantitative data collection methodologies.

#### **Implementation of the M&E System and tools**

- Follows up the implementation of the M&E system, M&E tools, and project monitoring plans, including training and support in data analysis and usage.
- Supports staff, partners and beneficiaries and ensure that they receive adequate feedback on progress on NPA programs.

- Documents performance of the project against targets with special responsibility to qualitative and quantitative indicators and ensure reporting requirements are met.

### **Data Collection and Analysis**

- Participates in designing data collection tools, collect and analyse data as and when required.
- Collects, compiles and analyzes the data, in a timely manner, regarding different sub-components/activities against envisaged project objectives.
- Capture significant change stories and share with management or as required.
- Follow-ups on the data collection regarding field activities, baseline and impact assessment and ensures harmonization of data collection methodologies.

### **Capacity Building of Different Stakeholders**

- Trains staff on M&E tools, data collection, analysis and basic surveying and sampling techniques.
- Promotes the principles and practices of beneficiary accountability to colleagues, providing training and coaching in beneficiary feedback and other good practices as required.
- Work closely with the Team Leader and Head of Sub-Office to support capacity building including for partners.
- Leads a robust learning agenda for the sub-office, Bor.
- Designs and implements mechanisms for continuous learning, collaboration and adaptation for project staff, partners, donors, government counterparts and other stakeholders.

### **Proposal Development**

- Participates in project proposal development by providing relevant and well analyzed qualitative and quantitative data.

### **Reporting**

- Prepares monitoring and evaluation report for the project/program.
- Prepares and submit the monthly evaluation reports for each project including the mid-term and end of project/project reports.
- Work closely with the team leaders and Head of sub office (HoSO) in developing narrative reports (monthly, quarterly, annual)
- Provide project updates to the team leaders and HoSO as required.

### **Additional Considerations**

- Follows NPA South Sudan security procedures and ensure that timely reporting on security matters occurs to the appropriate channels.
- Provides leadership, advice and support to enumerators in Bor, and ensures that the team works within NPA's principles and core values (i.e. Code of Conduct, Anti-Corruption Policy, safeguarding policy) and incidents of non-compliance are being reported in time

### **Key Performance Indicators:**

- Appropriates monitoring and evaluation systems in place
- Monitoring and evaluation tools in place
- Timely Midterm and end line, baseline assessments and evaluations.
- Accurate analysis of data.
- Timely reporting.

### **Desired Qualifications/Skills/Experience:**

- Bachelors' degree in Social Sciences, Agricultural Sciences, Development Studies, Statistics and/or Mathematics.
- Four years of working experience in M&E systems



- Understanding of planning, monitoring and evaluation concepts and approaches in implementation NORAD, NMFA, EU, FAO and WFP funded projects.
- At least 4 years past experience, preferable with similar size agency in implementing Food security and Livelihood (FSL); Pastoral Livelihoods, Resilience and livelihood interventions and detailed understanding of quality standards for asset creation and activities that can be implemented through Asset Creation and Livelihood (ACL).

**Personal Competence:**

- Monitoring and evaluation skills
- Good computer skills.
- Interpersonal skills
- Strong analytical skills.
- Communication skills
- Good at multitasking.
- Cost conscious

**NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office as well as NPA Bor Office

**Applications submitted after 12:00 noon on Friday 31<sup>st</sup> May 2024, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.  
Only Shortlisted candidates will be contacted

