



**Norwegian People's Aid**  
South Sudan



## Advertisement for Monitoring and Evaluation Officer Based in Yirol

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 worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development and Emergency Response.

NPA is currently implementing Rural Development and Emergency Response Program Projects in Lakes State and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Monitoring and Evaluation Officer** to be based in NPA Yirol Field Office.

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

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

Responsible for the implementation of the monitoring and evaluation and learning framework of the NPA projects. Implement the M&E framework to ensure the qualitative and quantitative evidence are gathered from activities. Also provide technical assistance to the implementing staff and beneficiaries, particularly in relation to monitoring and reporting issues.

### **Duties and Responsibilities:**

#### **1. Design and implement M&E System and Tools**

- Actively participate in the development of an M&E system and tools to enable all projects to collect, aggregate and support analysis of data.
- Work 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.
- Follow up the implementation of the M&E system, M&E tools, and project monitoring plans, including training and support in data analysis and usage.
- Support staff, partners and beneficiaries and ensure that they receive adequate feedback on progress on NPA programs.
- Document performance of the project against targets with special responsibility to qualitative and quantitative indicators and ensure reporting requirements are met.

#### **2. Data Collection and Analysis**

- Participate in designing data collection tools, collect and analyses data as and when required.
- Collect, compile and analyze the data, in a timely manner, regarding different sub-components/activities against envisaged project objectives.
- Capture significant change stories and reflects in progress reports.



- Follow-up on the data collection regarding field activities, baseline and impact assessment and ensure harmonization of data collection methodologies.

### 3. Capacity Building of Program staffs and Partners

- Train staff on M&E tools, data collection, analysis and basic surveying and sampling techniques.
- Promote the principles and practices of beneficiary accountability to colleagues, providing training and coaching in beneficiary feedback and other good practices as required.

### 4. Proposal Development

- Participate in the development of project proposals through the provision of technical expertise using standard formats, providing relevant and well analyzed qualitative and quantitative data.
- Support in conducting need assessments for new proposal development

### 5. Reporting

- Prepare monitoring and evaluation report for the project/program (i.e. PDM reports, ATT reports, FSL-Cluster Report, needs assessments, etc.).
- Prepare and submit the monthly evaluation reports for each project including the mid-term and end of project/project reports.

### 6. Perform any other duties that may be requested and assigned by the supervisor from time to time.

#### KEY PERFORMANCE INDICATORS:

- Appropriate 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 WFP, FAO, EU funded projects.
- At least four years of past experience, preferable with similar size agency in implementing FAO, WFP and EU funded projects

#### Personal Competencies:

- Monitoring and evaluation skills
- Good computer skills.
- Interpersonal skills
- Strong analytical skills.
- Communication skills
- Good at multi-tasking



## Work Relationship

### Internal:

- All staff
- Project and operations teams.

### External:

- Partners
- Consultants
- Community and beneficiaries

**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 NPA Juba Office, Martyrs Street (opposite UNICEF) or to NPA Yirol Office.

**Applications submitted after 12:00 noon on Friday 28 January 2022, will not be considered.**

Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

II Approved by *about office*



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