

**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANCY ANNOUNCEMENT**

Position	Monitoring & Evaluation Officer
Number of Position	One (1)
Reports to	Project Manager
Duty Station	Koch & Leer
Project Number	SSFM2216
Duration	11 Months with Possibility of Extension based on Performance

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The M&E Officer will support the design of the WFP funded GFD+ project's M&E strategy and tools, ensuring that the impact of the project is effectively tracked, documented, and shared. The candidate will be required to work in teams under the leadership of the Project Manager with a dotted line to the Monitoring and Evaluation Coordinator. He/she will oversee data collection including PDMs, implementation of the household survey, focus groups and key informant interviews. The M&E Officer will also lead the development and dissemination of learning products to key stakeholders and GORs data entry.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Adherence to NRC policies, guidance and procedures.
2. Contribute to area level CC concept note development and provide input on needs.
3. Provide regular progress reports to PMs and M&E Coordinator.
4. Coordinate process to establish program level M&E systems participate in log frame design during project proposal process to support on indicator formulation.
5. Support and contribute to the development of a data management system through documentation, implementation and coordination of standardizes information flow of M&E activities and reporting.
6. Support in developing data collection methodology and tools, and in actual data collection, as needed.
7. Capacity building and training of program staff on M&E technical and conceptual areas, as needed
8. Support in standardizing M&E across projects.

Specific responsibilities

- Develop M&E systems, tools, and strategies that allow for documentation of the WFP funded GFD+ program being implemented in Koch & Leer Counties.
- Lead in Baseline, Post Distribution Monitoring, and End-line survey for the WFP program;
- Ensure collection of information on the program's progress, support analysis of the data and ensure the results feed meaningfully into program implementation plans;

- Support the rollout and adoption of Monitoring and Evaluation initiatives, ensuring troubleshooting and result focused support to the Food Assistance project team.
- Design specific analytical tools to track impact on beneficiaries and value for money;
- Train other program staff on M&E technical requirements;
- Monthly updating and submission of the project Performance Indicator Tracking Table;
- Assist in development of the project monthly, quarterly and final report to the donor;
- Participate in the development of M&E indicators, standards and guidelines
- Conduct relevant project staff trainings in M&E, especially in the areas of basic concepts of M&E, qualitative and quantitative methods of data collection, analysis and use of M&E data;
- Regularly visit all field sites to ensure that M&E is being implemented effectively by staff and produce related monitoring reports.

2. Competencies

1. Professional competencies

- Experience working in Monitoring and Evaluation field in a private or humanitarian context
- Previous experience working in complex and volatile contexts
- Ability to produce analytical reports;
- Good communication skills, appropriate to the audience;
- Competence in using information technology including experience with word-processing, spreadsheets, and database software;
- Experience using mobile data collection platforms e.g. KOBO, ODK, etc;
- Experience with data analysis soft applications: Stata, SPSS, NVivo etc;
- Ability to work in a multidisciplinary and multicultural environment;
- Team building, training, and coaching skills;
- Good interpersonal and intercultural skills.

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework



How to apply:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted not later than **20th January 2022** by Hardcopy in an enclosed envelope clearly marked **Monitoring & Evaluation Officer Based in Koch & Leer** to NRC Head Office Located in Juba Kololo Road Opposite American Embassy and NRC field office

Only short-listed candidates will be contacted, by e-mail or by phone.

FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY

