

Job Description Monitoring and Evaluation Officer (Re-advertisement)

What is Mission 21: Mission 21 is a worldwide faith-based community of partner churches and partner organisations in Africa, Asia, Europe and Latin America. Together we have been committed for over 200 years to a life in dignity for all people on the basis of Christian faith. We provide sustainable development cooperation as well as humanitarian assistance

Status of Mission 21 South Sudan: Mission 21 South Sudan is a faith -based non-governmental organisation registered with Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan.

There currently exists the position of Monitoring and Evaluation Officer and this position is strictly for South Sudanese nationals.

Terms of Employment: This is a Limited Term Contract of one -year duration in the first instance. The Monitoring and Evaluation Officer will be based in Juba at the office of Mission 21, but with frequent travels to project location within and outside the country. The M&E Officer will report directly to the Country Representative.

Purpose of the job

The six pillars that underpin the work of M&E Officer are to:

- i) strengthen the capacity of programs and projects' staff of partners in all aspects of M&E;
- ii) supervise data collection, analysis as per grand agreement;
- iii) strategic engagement with Coordination Office, the Program Officer in Basel and external stakeholders on program quality;
- iv) provision of quality M&E support to the partners and programs/projects staff;
- v) contribute to project/program update as per partnership agreement; and
- vi) carry out data quality check.

The position will take the responsibility of working closely with Mission 21 partners within South Sudan, to coordinate and be the first point of contact in the implementation of the overall M&E framework of all departments and projects. Working closely with partners and project staff, the position will be responsible for data collection, data quality assurance processes, as well as data analysis.

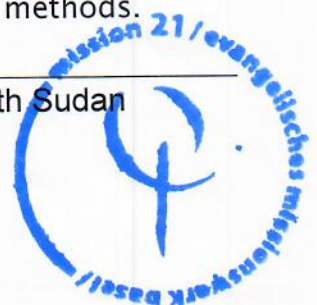


Key Responsibility

1. Oversee the collection, analysis and dissemination of routine monitoring and reporting data liaising with partners' programs and projects, especially for biannually donor reports, but also other uses as required.
2. Track the performance of the project activities and output against expected results and adjust implementation process to ensure the project is progressing towards the intended outcome.
3. Analyse the impact of projects and promote learning by documentation of best practices. Use this information to support decision-making process.
4. Track program progress, and projects' expenditure against approved budgets, anticipate any deviations, recommend and take action on relevant and required adjustments.
5. Collect, update and maintain all stakeholder's data in a safe and confidential format in line with data protection requirements.
6. In consultation with the Country Representative, plan and execute spot checks in the filed programs and projects of local partners.
7. Record, manage and preserve monitoring and evaluation data in a safe and accessible way.
8. Ensure all financial, activity and narrative reports have been filed on good time and lodged with both Country Representative and Programme Officer
9. Conduct routine data quality assessments to improve the quality of program data.
10. Support external consultants and partners in conducting baseline surveys and any other activities where data may be required.
11. Assist partners and project staff in capacity building and training project monitoring and evaluation (M&E).
12. Clean up data collected by partners and provide regular feedback to partners regarding the status of their reports.
13. In consultation with the Country Representative, provide data collection guidelines for partners' programs and projects staff.
14. Undertake regular field visits with partners to project sites to support the implementation of the M&E framework.
15. Undertake any other duties as directed by the Country Representative and/or Programme Officer.

Essential requirements

- Proven work experience as Monitoring & Evaluation filed, minimum four years.
- Familiarity with Faith Based organisation or NGO's cultures
- High degree of multi-tasking and time management capability
- Good understanding of M&E methods, the logical framework approach and other strategic planning strategies.
- Good understanding of quantitative and qualitative research methods.



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- Ability to plan and implement M&E system within Mission 21 Coordination Office and partners respectively.
 - Field/Project work and working with communities.
 - Excellent written and verbal communication skills in English
 - Bachelor's degree in M&E or equivalent from a recognized university.



Key competencies and skills

- Proven organisation skills to adapt to changing environments.
- Excellent PC skills including word and excel
- To have good interpersonal skills.
- To have excellent and versatile skills in the use Microsoft Word and Excel.
- To be able to demonstrate an understanding of the needs of local partners.
- Working with integrity and confidentiality while valuing the individual.
- To demonstrate leadership skills and ability to work with minimum supervision and in a team.

Qualified and Interested candidates can submit their applications to Human Resource Officer Mission 21

C/o South Sudan Council of Churches Compound.

co.south-sudan@mission-21.org

Copied Administrative Assistant

Josephine.Loria@mission-21.org

Please submit: Written application, current CV or Bio with up to date contact and phone numbers, proof of Education including documentation of certificates earned, work experiences and three work related references with contact numbers.

Application Deadline: August 17, 2022.

Those short-listed only will be contacted for an interview at a date to be communicated.

Country Representative
Mission 21

