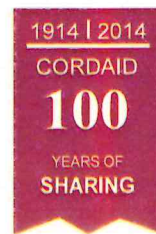


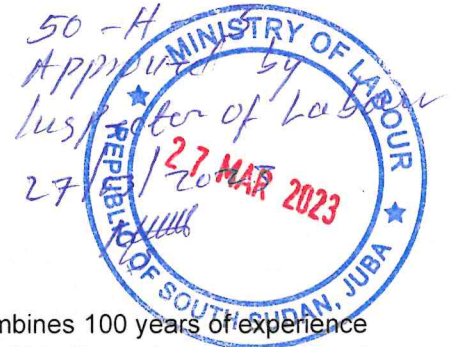


BUILDING FLOURISHING COMMUNITIES



Vacancy notice

Advert opens 27th March 2023



Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **PMEL Officer as detailed below.**

Position: PMEL Officer

Based Location: Based in Juba with frequent field travel.

Number of positions: One (1)

Reporting Lines:

The PMEL officer reports to Project Coordinator with technical reporting lines to the Consortium MEL coordinator.

Purpose of the position

The PMEL officer organizes the PMEL activities of the programme at country level. S/he has the technical and social skills to give guidance to partners on collecting and analyzing monitoring data. Excellent facilitation skills are needed to assist partners in the drawing lessons for improving the interventions from the M&E information. Good analytical skills are required to assist the Country Coordinator in reporting on progress of the program activities and achievements.





Key accountabilities and Responsibilities

1. Assure proper planning, monitoring and evaluation of overall progress according to the guidelines set by the program.
2. Facilitate quarterly and yearly analysis and learning with partners and stakeholders.
3. Assure the reliable collection of data at country level for both the quantitative and qualitative indicators.
4. Coordinate documentation and reporting of monitoring data, analysis results and lessons learnt.
5. Coordinate evaluations, and other analysis methods.
6. Facilitate yearly adjustment of the Change Pathways (of the TOC) with the partner organizations.
7. Assist the country coordinator in quarterly reflection and documentation on progress on the Change Pathways.
8. Liaise with the PMEL coordinator of the consortium to discuss content and procedures relating to planning, monitoring, evaluation and learning.
9. Participate in all meetings, trainings and workshops necessary to improve the knowledge and skills for proper planning, monitoring, evaluation and learning.
10. Coach secretariat and partners on the use of PMEL tools.
11. Coordinate implementation of the learning agenda.
12. Train and coach partner organizations in the implementation of planning, monitoring and data collection methods for lobby and advocacy.
13. Increase capacity of partner organizations to analyse outcomes and draw lessons for improving their L&A strategies.
14. Assist partner organizations and secretariat in consulting constituencies on setting programme priorities and analyzing results.

Qualifications and skills

- University degree in Social Sciences, Education, Statistics, M&E or development related fields
- Minimum of 3 years of direct M&E working experience in the field of women, peace and security in post conflict /humanitarian response.
- Good facilitation skills and ample experience with participatory facilitation of workshops.
- Knowledge of, and experience with qualitative monitoring and evaluation methodologies and instruments like outcome mapping.
- Experience with the use of Theories of Change.
- Experience with data collection, reporting and analysis software.
- Good understanding of monitoring lobby and advocacy results.

Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org





Mention the vacancy reference number position in the subject line on the envelopes.

CSS003/3/23 PMEL Officer.

or

Applications can also be hand dropped at Cordaid Juba office and Cordaid Juba field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office.**

Deadline for submission is by the **24th April 2023**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.

(South Sudanese Nationals Only)

