



## JOB ADVERT

<b>Position:</b> M&E Officer	<b>Duty Stations:</b> Gogrial East, Gogrial West and Twic County
<b>Reports to:</b> Lot Manager	<b>Number of Positions:</b> 3
	<b>Expected Start Date:</b> As soon as Possible

### About us:

HealthNet TPO, with global headquarters in Netherlands, is a knowledge-driven, non-profit international organization that works in areas disrupted by war, disasters and poverty. Working together with local populations, it prioritizes rehabilitation and sustainable health care development. We aim to contribute to improve the overall health situation and support the development of systems for the provision of health care. HealthNet TPO contributes to community mobilization as a conditional necessity in populations recovering from long-time warfare. In doing so, we aspire to include and build the capacity of local organizations, communities and authorities. HealthNet TPO strives for developing evidence-based interventions to strengthen the health of populations in distress.

With funding from HPF, HealthNet TPO in Consortium with Impact Health Organisation (IHO) will support CHDs of Gogrial East, Gogrial West and Twic Counties in delivering of essential health care services across supported health facilities and in the communities of the three Counties.

### The purpose of the Job:

You are the focal point for the project M&E activities in the assigned county, actively supporting CHD and health facilities to improve report collection, accuracy and verification, and submission. You will closely work with the PHC supervisors MNCH officer, GESI and BHI focal person, the Medical logistician and CHD M&E officer to ensure collection of all reports and improvement of reporting. You will report to the lot manager and have a technical support from the M&E coordinator based in Juba.

### Main Responsibilities:

- Ensure availability of high-quality routine data and other project related data from all levels of health facilities/care on a regular and timely basis for programmatic decision making by:
  - Facilitating data collection from Health facilities and Provide Feedback on reports to the facilities
  - Building Capacity of staff in correct use of data collection tools and registers
  - Supervision checklist to capture the details of the supervision visits
  - Ensuring appropriate capturing of Community activity reports and
  - Ensuring that registers and other data collection tools are available for use and distributed
- Working closely with the PHC Supervisor and CHD's M&E officer to plan regular data quality assessments, and ensure the completeness, consistency and validity of routine data.
- Ensure the timely submission of high-quality programmatic progress report on monthly and quarterly basis according to the approved project performance framework.





- Work with project team to facilitate the documentation of activities in form of reports and stories and ensure proper archiving of such for easy access and reference.
- Develop a micro-plan for M&E activities following the approved work plan and with guidance of the lot manager and M&E coordinator.
- Provide target breakdown to health facilities in a timely manner and do follow up monthly reports as feedback on performance to program staff and quarterly feedback to HFs.
- Provide feedback of reports to the program team, CHD and health facility to facilitate decision making and action.
- Build Capacity of and work closely with the CHD's M&E staff to improve on reporting of program activities.
- Design report formats if necessary to help collect data on program activities that require reporting.
- Take lead in organizing and conducting the Quarterly Review Meetings.
- Participate in project assessments, evaluations and design including development of survey protocols with support from country office and advisors and perform other duties as assigned by supervisor.

#### **PERSON SPECIFICATION**

- Appropriate medical related training background
- Training in M&E (especially use of DHIS advantageous), Experience of M&E in similar projects
- Able to demonstrate ability to write quality reports
- Ability to analyse qualitative and quantitative data and produce presentable data
- Fluency in English and Arabic, ability to speak local language would be an added advantage
- Proficiency in MS Excel, power point and other MS Office products, and good presentation skills

#### **You have/ are:**

- Flexible and organized to work in a culturally diverse environment, previous experience of working in the mentioned counties is an added advantage
- Team player, able to listen and motivate, excellent planning, supervisory and advisory skills
- Proven training and health education skills, proven ability to teach/pass knowledge to staff
- Excellent organizational development skills with attention to detail
- Able to work in a culturally diverse environment and under minimal supervision
- Able to work under pressure, occasional flexibility in terms of working off-hours
- Ability to work with teams remotely and with high sensitivity to cultural and social diversity

**We offer:** An opportunity to use your expertise and contribute to our mission to improve the health and well-being of people living in fragile states. A culturally diverse working environment, A full-time position (40 hours per week)

**How to apply:** Interested **QUALIFIED SOUTH SUDANESE NATIONALS** should send applications which includes at this stage **only** a cover letter and a detailed CV in English as a single document with contact details of 3 referees to: [info@ss.hntpo.org](mailto:info@ss.hntpo.org) copying [me.terekeka@ss.hntpo.org](mailto:me.terekeka@ss.hntpo.org) by 11<sup>th</sup> May 2022. Hard copy applications may be dropped off in our Juba office at SADECO, Airport Road or HealthNet TPO's field office in Kuajok.

#### **NOTE:**

- When applying, include the following title in the email subject line and /or on the cover of the sealed application envelope.: **Application for M&E Officer position in lot 18.** You should include your preferred County of duty station as well in the subject
- Please note that an application already submitted will not be returned to the applicant.



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- **The recruitment process for these positions may close before the deadline as applications will be reviewed on rolling basis.**

HealthNet TPO provides equal opportunities for employment and does not ask for money during and after the recruitment process. Qualified women are strongly encouraged to apply.

