

Approved
MoL
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POSITION Monitoring and Evaluation (M&E) Manager (1 position)
DEPARTMENT Program
LOCATION Juba with frequent visits to the field.
REPORTS TO Programs coordinator
DURATION One year with possibility of extension based on funding availability.
STARTING DATE July 1st, 2022.
ELIGIBILITY South Sudanese Nationals only

ORGANISATION BACKGROUND.

Rise Africa Organization (RAO) is a non-governmental and non-profit Women-Youth led National Non-governmental organization established by South Sudanese like-minded humanitarian activists. RAO was first registered in South Sudan in October 2018 with the Relief and Rehabilitation commission (RRC) No 1853. The organization focus on empowering communities to be healthy, self-reliant and self-sufficient. RAO builds capacities and offers lifesaving intervention to the most vulnerable and low income communities to improve their resiliency, reduce poverty and enhance economic growth, improve Health, Education, Food security and livelihood, Microfinance (entrepreneurship) support & promote access to social justice, fight Gender Base Violence (GBV), Women Empowerment and provide the necessary support to the survivors and enhance and promote human rights and general protection, engage in conflict prevention and peace building and to intervene in humanitarian emergency response for life-saving assistance and WASH activities.

Major Duties and Responsibilities.

The Duties and responsibilities of M&E Manager will include but not limited to the following:

- A. Support all technical aspects and actions of MEAL, regarding all the RAO programs; respond to program needs, foster high standards and practices for quality data collection, analysis and reports. Enable accountability to donors, partners and stakeholders.
- B. Implement and support MEAL system and approaches in your area of expertise and foster learning.
- C. Represent RAO at technical meetings, forums and other events and build partnership within RAO and with other external actors.
- D. Champion access and use of data for shared learning, sound decision making and data informed programmatic adaptations.



- E. Collaborate with MEAL and non-MEAL staff to ensure that the data is collected, compiled, checked for its quality and completeness in compliance with RAO and donor's standards for data quality.
- F. Document and share learning, evidence and data from previous projects to inform project proposal design.
- G. Implement M&E/MEAL plans, revise (digital) data collection tools, follow up on process for online data management, quality checks, and audits and updating of data for visualization.
- H. Undertake regular analysis of monitoring data and work closely with program officers and managers to facilitate decision making for real time program adaptation.
- I. Produce quality reports and updating dashboards with key findings that foster learning and decision making and share in project cycle management meetings and team meetings.
- J. Identify, document and share client feedback to improve services and results for our clients.
- K. Support deployment of surveys such as baseline and end line, and the commission of evaluations in coordination with donors and partners.
- L. Support the use of standard mobile data technology and online dashboard to enhance timeliness and quality of data collection, analysis and visualization.
- M. Promote the growth and development of fellow staff in RAO teams and partners: present high quality technical trainings and learning material for partners, colleagues and junior staff.

Desired Skills:

- A. Proactive and anticipative working style; effective working with people from different backgrounds.
- B. Highly developed interpersonal and communication skills including diplomacy, negotiations and ability to work with staff from diverse background and cultures.
- C. Excellent planning, coordination and reporting writing skills.
- D. Excellent team player.
- E. Excellent in proposal development, writing & fund raising.



Communication and coordination

- A. Strong communication skills (spoken and written) including the ability to produce written reports in a clear and a concise style, to deliver training presentation to external audiences as well as internal capacity building.
- B. Collaborate with other humanitarian agencies and government stakeholders i.e. Government line ministries including RRC, NGOs and UN agencies to promote and enhance the good relationship and harmony.
- C. Ensure comprehensive and timely donor communication (e.g. reporting as well as meeting donor demands)
- D. When required, give representations at donors' events as well as preparation and supervision of project visits with donor representatives to field locations.



- E. Support RAO Head offices establishing strong relations with in-country institutional representatives of current and potential future donors.
- F. Strengthening relations with key donors to enhance the organization's funding capacity.

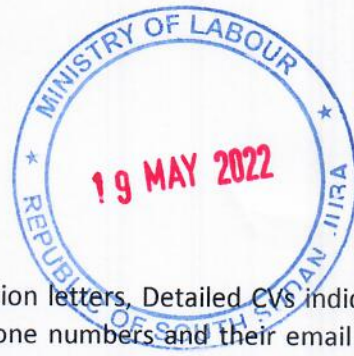


G. Education qualifications, skills and experience.

- H. At least **5 years** demonstrated relevant work experience in the same field preferably working a complex humanitarian /emergency context.
- I. Professional Bachelor degree from accredited university in Actuarial sciences, Economics, Business administration, International or any other related courses with demonstrated experience.
- J. Ability and flexibility to understand the cultural and political around the work environment.
- K. Experience working with UN agencies, International non-governmental organisations, National Non-governmental organisations, civil society and community-based organisations, particularly in South Sudan.
- L. Possess technical knowledge of M&E approaches and techniques in some or all the following areas: Outputs, Outcome monitoring; Theories of change, Logical framework, Data collection, Basic data analysis, Accountability, Client feedback mechanisms etc.
- M. Experience in conducting primary quantitative data collection and data entry.
- N. Proficiency and experience with mobile data collection such as KOBO, CommCare. ODK Collect is required, Knowledge of Tableau, PowerBI, Or GIS software tools.
- O. Very good IT skills especially Excel, MS word, MS office and good experience in report writing.
- P. Demonstrated analytical, systematic thinking, and problem solving skills are definite assets.
- Q. Strong understanding of accountability and proven ability to build client feedback systems.
- R. Strong English language and knowledge of Arabic is an asset.

This position is open to South Sudanese Nationals only and all applicants should be in possession of Nationality IDs/Jinsia or their travelling Passports.





How to apply.

Suitable and Qualified candidates should Submit their Application letters, Detailed CVs indicating their daytime phone number, 3 professional referees with their phone numbers and their email addresses, cover letter explaining among other things why you think you are the best candidate for this position. In the email subject, please indicate the position you are applying for as indicated above. Email your application to **recruitment.rao22@gmail.com** not later than **Friday 3rd, June, 2022 at 12 noon. Late applications will not be considered. Eligible female candidates are highly encouraged to apply.**

Hard copies can also be dropped at our main Juba office, located at (CRADA compound, near Faith Nursery and primary school) Hai Juba Nabar, off American Embassy, Catholic University road. Behind the office of the vice president.

NOTE: Do not enclose the original copies please. Send photocopies only. We shall not be held responsible for loss of any document. Originals will be asked only during interview date from the shortlisted candidates. Also indicate on the envelope the position you are applying for. Only shortlisted candidates will be contacted for subsequent interviews. Applications once submitted are not returnable.

