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APPROVED  
  
28-10-2021



## THE LUTHERAN WORLD FEDERATION, WORLD SERVICE

### SOUTH SUDAN COUNTRY PROGRAM

Position type: PMER Manager

Number of Position: 1

Duty Station: Juba

Contract type: Fixed term with possibility of extension depending on funding & performance

Reports to: Deputy Program Coordinator

Employment start date: As soon as possible

Advert Closing deadline: 18<sup>th</sup> November 2021

#### JOB ROLE:

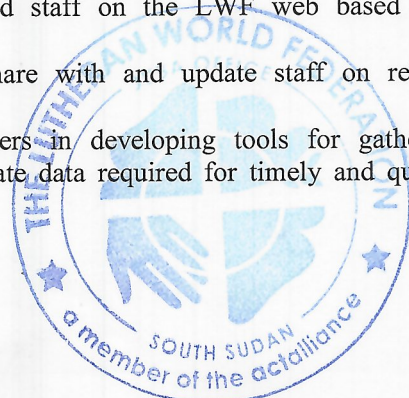
PMER Manager will contribute to the effective management of the LWF South Sudan Program interventions through the generation, organization, presentation and analysis of program related data and providing capacity building support to field staff to ensure that the organisational M&E system is functional.

#### BACKGROUND:

The Lutheran World Federation/ World Service (LWF/WS), South Sudan Program strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to vulnerable communities to enable them realize their basic human rights and needs in line with its vision and mission statements.

#### KEY RESPONSIBILITIES;

- Contribute to the development and effective use of PMER (planning, monitoring, evaluation and reporting) systems for tracking and monitoring activities including technical support in the development of monitoring tools and establishment of data bases
- Provide overall technical support in the establishment of LWF databases, mainly using the LWF online web-based PMER System
- Support country office staff field teams in using the project web-based PMER system and ensure all proposals, baselines, log-frame and monitoring indicators, reports and other related records for all projects are uploaded onto the system in a timely manner.
- Build capacity of both field and relevant Juba based staff on the LWF web based data management system.
- Maintain the web-based PMER system protocols; share with and update staff on related procedures; and provide references for users.
- Support field based data management staff and others in developing tools for gathering information/ monitoring of grants and keeping up-to-date data required for timely and quality reporting.



- Assist in the preparation and review of reporting formats and/or templates, verification and finalization of monthly, quarterly and annual progress reports in accordance with LWF and donor requirements.
- Support programs in carrying out timely outcome and impact assessments of various projects.
- Prepare regular highlights/updates on the use of the web based PMER system with inputs from all project and sector coordinators and share with all relevant staff and units of the country program.
- Support program and finance staff in developing and uploading the annual program-budget overview (PBO) and related revisions timely
- In consultation with management, ensure the Country Results Framework (CRF) is developed and uploaded on to the web-based system
- Facilitate training for staff on the use of the web-based data management system and related data bases.
- Support the country office and field offices in acquiring quality gadgets for data collection and analysis.
- Assist field teams in developing tools and templates for data collection
- Take part in (and lead when required) field data collection and survey assignments
- Ensure the Country Program utilizes all relevant data management systems from LWF and donors
- Regularly extract from data systems 'dash-board' reports with analysis for use by management staff
- Keep the country program staff up to date on new developments in data management systems of LWF or donors, especially keeping regular contact with the relevant department at the LWF headquarters
- Lead the digitalization process of the country program.
- Manage the country program's archiving/filing system

#### Qualification and Experience

- Masters level education in fields related to M&E, and data management such as statistics, IT,
- Bachelor's degree with sufficient years of relevant experience may be considered.
- At least three years of extensive experience in data management involving data collection, organizing, and analysis and reporting including using web-based systems at a senior level.
- Strong knowledge of and experience in developing and use of project monitoring tools.
- Hands-on experience in using IT based data collection and analysis equipment/gadgets.
- Strong analytical skills.
- Excellent communication and training facilitation skills

#### Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba.

[Recruitment.southsudan@lutheranworld.org](mailto:Recruitment.southsudan@lutheranworld.org).

- Applications by email should come with the subject '**Application for PMER Manager**'. Emails or applications that don't have that in the subject box will not be considered. Hand Delivery is accepted.

Female candidates are encouraged to apply as well as persons with disability. Only shortlisted candidates will be called for interviews.

#### Child Safeguarding:

*LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe*

