



**SCIENCE TEACHERS' INITIATIVE  
JOB PROFILE**



## Job vacancy

**Position: Monitoring & Evaluation Manager**

**Location: Juba, South Sudan**

**Duration: 12 Months**

**Reports to: Country Director – South Sudan**

**Application Deadline: JUNE 10th, 2024**

*Science Teachers' Initiative (STI) is a relief and development not for profit non-governmental organization with a goal to improve the quality of education in African and promote the use of scientific knowledge, innovation, and research in solving socio-economic challenges.*

*STI works closely in partnership with the Ministry of General Education and Instruction (MOGEI), the National Curriculum Development Centre (NCDC), SMOGEI, the community at all levels, and religious leaders to ensure provision of inclusive quality education through inclusive community participation and engagement. We work with local and religious leaders to develop transformative solution which are both sustainable at the hands of the communities themselves.*

### OVERALL RESPONSIBILITIES

The Monitoring and Evaluation Manager will be responsible for setting up and leading the technical roll out of the M&E framework, spearhead and specifically contribute to the quality of the STI Country program through detailed analysis and synthesis of data and results. He/she will undertake the program level impact measurement system and ensure that all M&E systems are in place to enhance vertical and horizontal accountability to beneficiaries, donors and other critical stakeholders. He/she will be skilled in consolidating STI program level impact data and report, indicators mapping, benchmarking, theory of change formulation and reporting against significant stories of change. The M&E Manager together with the Country Program Managers will take leadership in designing key programmatic studies including the Gender Analysis, the



vulnerability and capacity assessment studies, and the Monitoring and Evaluation studies that include baseline and end line surveys. The M&E Manager will also organize periodic reviews and learning sessions based upon the STI and donor requirements. The M&E Manager is expected to oversee the quality control aspects of STI program implementation and will work with South Sudan Country Director and program staff to ensure the most effective way of linking specific donor M&E systems with STI requirements. He/she will provide overall program level technical guidance in documentation, and knowledge management systems and practices, through training, coaching of STI staff and partners.

## **SPECIFIC JOB RESPONSIBILITIES**

### **Key Result Area #1 Design and implement program level M&E system and lead data collection, analysis, and studies on existing program strategy (35%)**

- Support and facilitate the design of program level M&E frameworks that meet or exceeds donor and reporting requirements and impact assessment processes where required.
- Initiate the write up of periodic reports (Quarterly, annual and situational reports) for all the project sand coordinate processes of developing annual and periodic reports in collaboration with Country Director
- Innovate, propose, test and modify simple, user friendly and effective M&E system consistent with STI policies and procedures set forth in the M&E framework that will allow initiative to track both the individual and cumulative impacts of its intervention.
- Ensure that key program indicators are well captured with specific attention to the project implementation details.
- Providing oversight for a program's planning, evaluation, knowledge management and monitoring.
- Identifying performance indicators, developing quality assurance strategies, and maintaining contact with program partners.
- Ensuring all program aspects comply with institutional requirements.
- Developing and implementing monitoring and evaluation strategies, frameworks, and tools.



## **Key Result Area #2 Planning and conducting data quality assurance and monitoring activities and reports.**

- Monitor work plan implementation, progress and changes related to project indicators and make recommendations for appropriate adjustments.
- Lead in developing STI program/project detailed Monitoring and Evaluation plans, indicators tracking matrices etc
- He/she will ensure high quality reports are generated internally and externally by STI field staff, partners and consultants through provision of technical assistance, review and feedback.
- The M&E Manager will ensure compliance with STI program strategies in areas including Education in Emergency EiE, gender, and will ensure the information is utilized for program M&E related activities.
- Work with the Country Program Managers to significantly contribute to collating and analysis of Education Child development (ECD) data to ensure donor compliance and high-quality accountability of STI program results.
- Ensure the alignment of M&E activities with program goals and contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities cross all implementation activities.

## **Key Result Area #3 Capacity building of STI staffs in Monitoring, evaluation, reporting and knowledge management skills (20%)**

- Conduct capacity building sessions (training, monitoring and coaching) for staff and partners to develop and effectively implement monitoring and Evaluation and documentation plans including development of appropriate tools and methods
- He/she will advise the Program Director and programs staff on issues related to ME&L for better decision making.
- Undertake and facilitate relevant staff to implement the M&E Plan, regularly revising and updating performance questions, indicators, methods, formats, and analytical processes in order to provide overall quality control on the M&E system and reporting.

## **Key Result Area #4 Facilitate STI program learning and reflection to form a basis for sustainability and continuity of the program; ensuring that monitoring and the**



**review outputs are mainstreamed and adopted by the program for learning and performance improvement (15%)**

- He/she lead development and operationalization of M&E systems and tools to promote reflective practices in STI South Sudan Country programs as a whole for learning and program quality improvement
- Lead documentation of success stories, publications, program briefs and other relevant project impact documentation processes to tell STI support the collection of stories.
- He/she will participate in STI country office program quality and learning events and networks such as the program quality and learning meetings.
- Others: Perform any other related duties as assigned by the County Country Director.

## **Required Qualifications**

Applicants must have-

- Master's Degree in a relevant field (Quantitative economic, statistics, development studies, demography, etc.)
- Minimum of six years' experience and demonstrated practical skills in M&E of donor-funded development programs specifically on Education
- Previous experience supporting food Education-related programming is an advantage.
- Previous experience working as Monitoring and Evaluation officer on an EU-funded contract is strongly preferred.
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective system for performance evaluation, correction and report writing Demonstrated capacity to use project M&E to advance strategic goals and provide data for decision-making
- Very good command of MS excels and working knowledge of statistical data management packages both qualitative and quantitative software such as SPSS, STATA, and Nvivo).
- Experience working on projects funded by major humanitarian donors, such as the EU, USAID, ECHO, UNICEF, is an added advantage.



- Excellent presentational and communication skills, written and oral fluency in English.
- Ability to work under pressure within remote and environments is desirable
- Willingness to travel throughout project target areas, as needed.

### COMPETENCIES

- **Innovation:** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of Science Teachers Initiative's performance and meeting objectives, results and global commitments.
- **Accountability:** Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for Science Teachers Initiative's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.
- **Service Excellence:** Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly
- **Effective Communication (Oral and Written):** Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships:** Knowledge of and the ability to effectively interact within and across Departments in a constructive and collaborative manner

## Application Procedure

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents and any other relevant documents, 4 professionals.



References (three of which must be current or former direct supervisors) with details of their daytime.

Telephone contacts and email addresses:

[recruitment@scienceteachersinitiative.org](mailto:recruitment@scienceteachersinitiative.org) not later than JUNE 10TH, 2024.

We are an equal opportunity employer and Female Candidates are strongly encouraged to apply.

Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable. This position is for South Sudanese only.

Deadline: 10<sup>th</sup> Juba a5 2:30 PM South Sudan Time.

