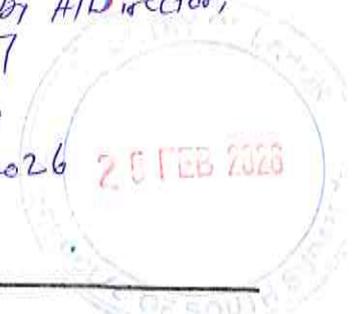




Norwegian People's Aid

South Sudan

SD-H-3
Approved by AID Director,
MOL/RESSUT
25/02/2026



Vacancy Announcement for Consortium Monitoring and Evaluation Officer (HARVEST Project) Based in Juba.

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in Humanitarian, Relief, and long-term development operations in South Sudan. NPA has been working in South Sudan since 1986 and currently runs three programmes: The Humanitarian & Resilience Programme (HRP), the Civil Society Development Programme (CSDP), and the Humanitarian Mine Action & Disarmament Programme. The implementation of NPA in South Sudan is both direct and indirect through partners and funded by a few multi-year and short-term fundings.

NPA seeks to recruit a highly competent, proactive, and self-driven individual (South Sudanese) for the position of **Consortium Monitoring and Evaluation Officer** based in Juba. The employment contract for this position is a Definite Contract with the possibility of extension, contingent upon funding and satisfactory performance.

Purpose of the Position:

The Consortium M & E officer is responsible for establishment and coordination of Monitoring and Evaluation (M & E) systems between the consortium partners together, consolidates, analyses and presents the project information that is gender sensitive and inclusive and community feedback to inform the consortium's decision-making and reporting. The Consortium M & E Officer will also provide technical and capacity building support to partner staff, under the guidance of the Consortium Coordinator, to support the implementation of an effective, cost-efficient and meaningful M & E system.

He/she will provide technical assistance with implementing staff and project participants especially related to Monitoring, evaluation, learning and reporting.

The Consortium M & E Officer shall conform to the humanitarian standards (sphere standards) notably the "Do No Harm" principles which mandates that NPA takes measures to prevent and alleviate any adverse consequences of its actions on the affected populations.

All responsibilities must be carried out in line with the strategic objectives of NPA as set out in International Strategy, country strategy, Regulation for Delegation of Authorization and other relevant procedures and guidelines in the Quality Management System and International Programme Department, Programme Handbook, as well as approved local guidelines and regulations.

Duties and Responsibilities:

Design the M&E System and Tools.

- Actively participate in the development of an M&E system and tools to enable all partners to collect, aggregate and support analysis of data using standardized tools. The tools should be gender sensitive and inclusive of people with disabilities.
- Assists the consortium Coordinator and Project officers on the choice of indicators and development of a monitoring plan.
- Works with staff to develop and standardize survey tools and other data collection forms for community-based discussions, Community Based Participatory Planning, activity planning and processes within project/program and stakeholders.



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Juba South Sudan

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- Participates in the development of project proposals through the provision of technical expertise as required.
- Proposes implementation targets with monitoring and evaluation indicators.
- Develops monitoring tools for the project; Activity Tracking tool (ATT), Result framework, Indicator Performance Tracking Table (IPTT).
- Develops required guidelines and tools to and support in the building of the capacity of partners applying them.

Implementation of the developed M&E System and standardized tools

- Follows up the implementation of the M&E system with partners, M&E tools, and project monitoring plans, including training and support in data analysis and usage.
- Supports staff, partners and beneficiaries and ensure that they receive adequate feedback on progress of project.
- Supports partners to document performance of the project against targets with special responsibility to qualitative and quantitative indicators and ensure reporting requirements are met within quality and time.
- Identifies partner M & E needs and provide appropriate support to ensure standardized flow of information.
- Supports partner staff to articulate and document relevant best practices and assess performance regularly against agreed program objectives and indicators.

Data Collection and Analysis using participatory approach.

- Participates in designing data collection tools, collecting and analyzing data as and when required.
- Collects, compiles and analyzes data, in a timely manner, regarding different sub-components/activities against envisaged project objectives.
- Supports partners to capture significant change stories.
- Follows-up on data collection regarding field activities including baseline and impact assessment and ensure harmonization of data collection methodologies.
- Works with partners to design appropriate community feedback mechanisms. Coordinate appropriate responses to feedback gathered, including maintaining feedback databases.

Capacity Building of Different Stakeholders in the Consortium

- Trains partner staff on M&E tools, data collection, analysis and basic surveying and sampling techniques.
- Coordinates and promotes the principles and practices of beneficiary accountability to partner staff, providing training and coaching in beneficiary feedback and other good practices as required.
- Works closely with the consortium members, coordinate and lead a robust learning agenda for the program, design and implement mechanisms for continuous learning, collaboration and adaptation for project staff, partners, donors, government counterparts and other stakeholders.

Reporting

- Coordinates and supports preparing monitoring and evaluation report for the project/programme.
- Coordinates and supports prepare presentations, briefing documents and reports for key stakeholders associated with the consortium.
- Supports in the collation and review of partner progress reports (quarterly, annual) reports to provide a consortium wide donor report.
- Collates partner indicator matrix reports on a quarterly basis to provide a consortium wide indicator reporting for donor reporting.
- Contributes to the revision and updating of project documents (if required).
- Ensures all project activities comply with **organizational policies, donor requirements, and local regulations.**

Desired Qualifications/Skills/Experiences:

- Bachelor's degree in a relevant field such as social sciences, Agricultural Sciences, Development Studies, Statistics and/or Mathematics.
- Postgraduate diploma in relevant fields such Monitoring and Evaluation, statistics, mathematics, Economics is an added advantage.
- Four years of working experience in M&E systems in a humanitarian setting and organizations.



- Understanding of planning, monitoring and evaluation concepts and approaches in implementation of consortium projects.
- At least 5 years' experience, preferable with similar size agency in implementing Livelihoods, Resilience and emergency interventions.
- Experience with surveys, studies, data entry, management and analysis is a must.
- Knowledge about own leadership skills/profile is considered.
- High-level competency in computer skills (data analysis software e.g. SPSS, Ms. tools e.g. Excel, Access, power point, use of Mobeni or similar).

Personal Competencies:

- **Monitoring and evaluation skills** which involve systematically assessing the progress and performance of projects, programs, or policies.
- **Good computer skills.** Proficient in Microsoft Office Suite (Excel, Word, PowerPoint), with advanced data visualization skills using Excel pivot tables and formulas.
- **Interpersonal skills**, ability to communicate effectively, build relationships, and interact positively with others.
- **Strong analytical skills**, ability to collect, gather, visualize, and analyze data to solve problems or make sound decisions.
- **Communication skills**, encompasses written, verbal, and presentation abilities, as well as listening skills.
- **Good at multi-tasking**, described as strong organizational skills, prioritization, and time management. It focuses on simply doing many things at once.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions, it does not discriminate based on gender, Age, ethnicity, religion, or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees, and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy applications and CVs/Resumes can also be delivered to the NPA South Sudan Head Office, located on Martyrs Street (opposite UNICEF), Juba Office.

Applications submitted after 12:00 noon on Monday, 16th March 2026, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

