



REDUCING DEATHS AND SUFFERING
FROM TROPICAL DISEASES

Call for Applicants

Position: Monitoring and Evaluation Technical Officer in Juba, South Sudan. Travel to counties outside Juba.

The MENTOR Initiative is a UK registered not-for-profit, non-governmental organization working with the world's most vulnerable and hard to reach communities to reduce death and suffering from tropical diseases.

DEADLINE FOR SUBMISSION: Sept 25, 2024

Overall Job Purpose:

The main function of the Monitoring and Evaluation (M&E) Technical Officer will be to implement and support the execution of the M&E system, coordinating closely with the Neglected Tropical Diseases (NTD) and other programmatic teams to ensure that quality data is collected, entered, validated, and analysed on a regular basis and used for decision-making.

Location: Juba, South Sudan. With frequent visits to the field offices.

Direct Supervisor: Technical Coordinator

Project Duration: 6 months with possibility of extension

Summary of Key Tasks:

Responsibilities:

1. Monitor and technically support the implementation of activities, reporting data and indicators, taking into account the defined activity plan and timetable.
2. Ensure adherence to the M&E procedures defined for the planned activities.
3. Technically support the team in data collection and analysis tools.
4. Provide technical support to the team in gathering information and analysing data as well as processing it to produce monthly and quarterly reports that facilitate decision-making.
5. Support and train the teams (MENTOR and partners) in the M&E system and processes, namely in data collection, input, visualisation, analysis, interpretation and feedback.
6. Carry out supervisory visits to activities, particularly MDA campaigns, in collaboration with local teams.
7. Keep databases up to date and ready to be shared at all levels.
8. Document methodologies and procedures used in the implementation of the M&E systems.
9. Support in keeping digital documents backed up on physical discs or in the cloud.
10. Provide the necessary data to the project team whenever requested.
11. Carry out other activities assigned to him/her by his/her direct supervisors.
12. Maintain functional and regular communication with the team.

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Registered in England and Wales, Company No.5126149





13. Support the writing of reports.

General:

- ✓ Comply with and promote MENTOR's procedures and Internal Regulations.
- ✓ Represent MENTOR in a professional manner when working in the field, in the office, at any meeting requested, or on other occasions.
- ✓ Contribute to a good spirit of collaboration with the whole team and contribute positively to the harmonious implementation of all the project's activities.
- ✓ The MENTOR Initiative has zero tolerance for acts of sexual exploitation and abuse as well as the mistreatment of women, children and others and requires all MENTOR staff to be involved in the implementation of this global policy.

The MENTOR Initiative contacts previous employers to assess whether there is any history of violation of codes of conduct related to sexual harassment, exploitation, abuse and fraud.

Personal Skills:

Education (Qualifications):

Essential: University degree in Public Health, Epidemiology, Statistics or a field related to information systems, data analysis, or public health.

Expertise:

Essential: Proven experience in the area of monitoring, creating databases; collecting, managing, analysing and interpreting data on various platforms and sources of information.

Essential: Relevant experience in non-governmental or humanitarian organisations with 2 to 4 years of work experience

Essential: Expertise in Excel and KoboCollect/ODK.

Essential: Good and strong command of computer skills and especially Microsoft Excel.

Desirable: Experience in planning, implementing, monitoring and evaluating and supervising programmes at national, sub-national and community level.

Desirable: Experience with PowerBI, DHIS2. etc.

Profile:

- Analytical skills: having knowledge of statistical analysis and being able to use programmes and software to prepare analytical reports.
- Team player: able to work as part of an established team with excellent communication skills, team builder, flexible, adaptable.
- Critical thinking: being able to analyse figures, trends and data, and making the appropriate interpretations and conclusions.
- Attention to detail: being able to scrutinise information and data in detail, ensuring that the most important things are not forgotten or overlooked, thus being able to detect errors or inconsistencies.



- Communication skills: being able to write and speak clearly, communicating complex ideas with ease.
- Trustworthy: Conduct all activities in an honest and trustworthy manner in the best interest of The MENTOR Initiative
- Nationality: Must be South Sudanese

Final Notes:

The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud. The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) before 25/09/2024, by e-mail to: recruitment.southsudan@mentor-initiative.net or hand delivery to our office in hai jalaba, gabat road Alem apartment

Only shortlisted candidates will be contacted and the position may be filled before the above mentioned deadline. Please send your application with Subject Line: **Monitoring and Evaluation Technical Officer**

Female Candidates are strongly encouraged to apply.

