

Job Description Monitoring and Evaluation Officer

Period: July - December (with possible extension)

Responsible to: Country Coordinator

Purpose of the job

The six pillars that underpin the work of M&E Officer are to: i) strengthen the capacity of programs and projects' staff of partners in all aspects of M&E; ii) supervise data collection, analysis as per grand agreement; iii) strategic engagement with Coordination Office, the Program Officer in Basel and external stakeholders on program quality; iv) provision of quality M&E support to the partners and programs/projects staff; v) contribute to project/program update as per partnership agreement; vi) carry out data quality check.

The position will take the responsibility of working closely with Mission 21 partners within South Sudan, to coordinate and be the first point of contact in the implementation of the overall M&E framework of all departments and projects. Working closely with partners and project staff, the position will be responsible for data collection, data quality assurance processes, as well as data analysis.

Key Responsibility

1. Oversee the collection, analysis and dissemination of routine monitoring and reporting data liaising with partners' programs and projects, especially for biannually donor reports, but also other uses as required.
2. Track the performance of the project activities and output against expected results and adjust implementation process to ensure the project is progressing towards the intended outcome.
3. Analyse the impact of projects and promote learning by documentation of best practices. Use this information to support decision-making process.
4. Track program progress, and projects' expenditure against approved budgets, anticipate any deviations and recommend and take action on relevant and required adjustments.
5. Collect, update and maintain all stakeholder's data in a safe and confidential format in line with data protection requirements.

