



Date 22/11/2022

SO. H. 3
Approved
22/11/2022

JOB ADVERTISEMENT

POSITION	M&E OFFICER
DEPARTMENT	PROGRAM
REPORTS TO	PROGRAM MANAGER
PROJECT DURATION	6 MONTHS with possible extension
ADVERT OPEN DATE	22/11/2022
CLOSING DATE	12/12/2022

BACKGROUND

Hope Reviving Platform (HRP) is a humanitarian non-governmental organization with its legality in accordance with the National NGO Act 2016 of the Republic of South Sudan. As NNGO, HRP bears a registration No. 3,506 in the National Ministry of Humanitarian Affairs and Disaster Management Directorate of RRC-Relief and Rehabilitation Commission as a non-political and none profitable NGO. HRP has a valid operational license at the National Level and at State Level in Eastern Equatoria. HRP is a member of AfriYAN South Sudan and NGO FORUM, and it is aimed at supporting grass root communities in developmental projects like Sexual Reproductive Health, Menstrual Hygiene Management, Comprehensive Sexual Education, Gender Based Violence, Peace Building, Food security & Livelihood, and Education.

Hope Reviving Platform was established with the aim of empowering the South Sudanese society by;

- Advocating for better education and health services
- Organizing Peace building and conflict mitigation dialogues
- Acting as a conduit for information between vulnerable societies/ groups and Humanitarian agencies that are able to assist.
- We also partner with INGOs and Donors to implement projects that improve communities.

DUTIES AND REPSONSIBILITIES

- Support all technical aspects of M&E regarding all HRP programs
- Liaise with program manager to ensure that all new and ongoing project adhere to accountability requirements by initiating baseline surveys for new projects/programmes and conducting relevant evaluations for ongoing projects to meet HRPs standards.
- Implement and Support M&E Systems
- Represent HRP in technical meetings, forums and other events



- Lead and coordinate all assessments, evaluations and performance evaluation tasks including planning and reporting on the same.
- Champion access and use of data for shared learning, sound decision-making and data informed programmatic adaptations
- Maintain and update the overall program indicator tracker based on submissions from the program
- Collaborate with HRP staff to ensure that data is collected, compiled, checked for its quality and completeness in compliance with HRP and donor standards of data quality
- Document and share learning, evidence and data from previous projects to inform project proposal design
- Provide alert to the respective programme officers/ managers and ED on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in program delivery
- Implement M&E plans, revise data collection tools, follow up on process for online data management, quality checks, and audits and updating of data for visualization.
- Undertake regular analysis of monitoring data and work closely with program officers and managers to facilitate decision making for real time program adaptation.
- Stay informed on new approaches and tools on M&E, and provide training to HRP staff as requested. Enable staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports
- Regularly collect data on and analyze the complaints reporting and feedback mechanism (CRFM) accountability data to the HRP team to facilitate quality improvement.
- Produce quality reports and updating dashboards with key findings that foster learning and decision making and share in project cycle management meetings and team meetings
- Identify, document and share client feedback to improve services and results for our clients.
- Support deployment of surveys such as baseline and end line, and the commission of evaluations in coordination with donors and partners.
- Support the use of standard mobile data technology and online dashboard to enhance timeliness and quality of data collection, analysis and visualization
- Promote the growth and development of fellow staff in HRP

DESIRED SKILLS

- Proactive and Participatory
- Good interpersonal and communication skills
- Excellent planning, coordination and reporting skills
- A good team player



EDUCATION

- Bachelor's degree from an accredited university in Project Management, Economics, Monitoring and Evaluation, Statistics
- Minimum 2 years working experience
- Demonstrated experience in data processing and management
- Practical experience in statistical packages excel, SPSS
- Must be result focused and able to work under pressure and tight deadlines



HOPE REVIVING PLATFORM CORE COMPETENCIES:

1. Upholding ethical practices
2. Zero tolerance to human rights abuses
3. Honesty and transparency
4. Accountability
5. Inclusivity and sustainability
6. Reliable partnership.

APPLICATION PROCESS:

To apply, please send your updated CV and cover letter as a (One) Single document and copies of your documents in support of your eligibility to the Human Resource Office, Hope Reviving Platform, Juba South Sudan or through mail via hr@hoperevivingp.org Do not submit original documents as all submitted applications will **NOT** be returned.

The dateline for receiving application is on **12th Dec 2022 latest by 5:00 PM**. HRP is an equal employer and doesn't discriminate. Therefore, NO applications, whatsoever will be received after the dateline. For directions to the office, call HRP's office phone on **+211 929 663 737**.

NOTE; Hope Reviving Platform is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work. This means **Only South Sudanese citizens are eligible for this position.**

