



## AFRICA INITIATIVE FOR RURAL DEVELOPMENT (AIRD)

Nurtured Children. Empowered Youth. Viable Communities

### VACANCY ANNOUNCEMENT

**Post Title:** M &E Officer  
**Number of Vacancies:** One (1)  
**Duty Station:** Bor, Jonglei State.  
**Contract lengths:** From 1<sup>st</sup> August 2025 to 31<sup>st</sup> December 2025  
**Reports to:** Programme Manager



03/07/2025

### Organizational Background

Africa Initiative for Rural Development (AIRD) is a National Non-Governmental Organization legally registered in the year 2018 with its' Headquarters in Juba and a field office in Bor, Jonglei State, South Sudan. Africa Initiative for Rural Development has been focusing on women, children and youth at the grassroots. AIRD plan to expand its activities to other nine (9) States in South Sudan on a case by case basis.

Africa Initiative for Rural Development is one of UNICEF's implementing partners In Bor. AIRD has been implementing GBV prevention and response in Jonglei state Bor through UNICEF's Communities Care Programme with both components of community engagement and action (CE&A) and Community Based Care (CBC) to effect social norms change for communities to develop long lasting protection mechanism for women and girls.

### **Vision**

A thriving, dynamic South Sudan where children and youth are real champions and catalysts for social change, cohesion, and sustainable development.

### **Mission**

To socially and economically transform South Sudan by effectively engaging and strategically investing in children and the youth.

### **POSITION PROFILE:**

The M&E Officer will be responsible for making strengthening the resilience and capacity of project officers to meet their obligations to budgeted programme goals and objectives.

### **To be successful in this role:**

- You must be empathetic, but also be able to set boundaries.
- You will need to listen actively and ask pertinent questions.
- You will also have strong communication and persuasion skills.





## MAJOR RESPONSIBILITIES:

- Responsible for designing and implementing M&E activities of the project;
- Assisting the Project Manager in preparing Quarterly/Annual reports on project progress;
- Monitor all the project activities, expenditures and progress towards achieving the project output;
- Develop and strengthening monitoring, inspection and evaluation procedures;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicators for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedbacks to the project manager on project strategies and activities;
- Suggest strategies to the project management for improving the efficiency and effectiveness of project by identifying bottleneck in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Executive Director/programme Manager
- Conduct capacity assessment on existing monitoring and evaluation system, develop indicators and a monitoring strategy for the project;
- Provide inputs, information and statistics quarterly, annual and other reports to project management Team;
- Participate in annual project reviews and planning workshops and assist the project manager in preparing relevant reports;
- Assist in coordinating across the available components of the project to ensure effective implementation of M&E/MIS;
- Assist the project personnel with M&E tools and in supporting them in their use;
- Preparation of monthly MIS reports;
- Assist the project manager in preparing other relevant reports;
- Organize and conduct training on M&E/MIS for project and government staff;
- Assist project Manager in the preparation of reports on the findings and lessons learned from project innovations;
- Provide input and update information related to project outcome in AIRD website;
- Plays a crucial role in Risk management; facilitate, inspire and help to create a harmonious working environment free of intimidation, hostility, offence and any form of harassment, sexual harassment and abuse of authority;
- communicate AIRD's policy on harassment, sexual harassment and abuse of authority to all staff members and non-staff personnel; and be available to provide guidance on prevention and dealing with such form of misconduct;
- Ensure that incidents of harassment, sexual harassment or abuse of authority are promptly and adequately addressed. Must demonstrate fairness, impartiality, respect for confidentiality and be free from intimidation or favoritisms; take all necessary measures to prevent and address retaliation;
- Take all necessary actions to prevent staff members and non-staff personnel who supervise others from engaging in harassment, sexual harassment or abuse of authority. Finance & Administration Manager and supervisors must also take measures consistent with the present policy should they witness any acts of harassment, sexual harassment or abuse of authority.

## Required Academic Qualifications, Experience & Competencies:

- Bachelor's Degree in Statistics, Economics, Monitoring and Evaluation, Demography, Population Studies or related field from a recognized institution of higher learning.
- At least 2 years of direct work experience in the related field
- Demonstrated experience in data processing and management of NGO data
- Demonstrated experience of statistical packages and/or data analysis software (SPSS, Excel) and advance computer skills is a must.
- Socially sensitive to work with individuals who have difficulties expressing their needs.
- Well organized and practical and ability to compromise, negotiate and work well with others.



### Application Procedures:

- ✓ Application letters, comprehensive CVs, recommendation letters from former employers and academic certificates **MUST** be received at Africa Initiative for Rural Development; not later than **31<sup>st</sup> July 2025 at 4pm**. Applicants are encouraged to submit their applications through E-mail address: [airdsouthsudan@gmail.com](mailto:airdsouthsudan@gmail.com) indicating clearly in the subject line the Post Title. **"M&E OFFICER"**
- ✓ Only Female candidates are highly encouraged to apply.
- ✓ This Position is open to South Sudanese Nationals Only.



***Africa Initiative for Rural Development is an Equal Opportunity Employer. Only shortlisted candidates will be contacted for interviews.***

***Canvassing will lead to automatic disqualification.***

### **PLEASE NOTE:**

***Due to the urgency of this position, applications will be reviewed and a shortlist done on a rolling basis. If the management gets the rightful candidate before the deadline, we might offer the position.***

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