

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan

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Approved by S
S/Manager ABP/SP



JOB VACANCY

Lot 1 Monitoring and Evaluation Officer – Fashoda and other IDP Settlements, Upper Nile State

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Lot 1 Monitoring and Evaluation Officer** to be based in **Malakal Town, Upper Nile State**.

Reports to: Lot 1 Coordinator with dotted line to the Head of Programmes

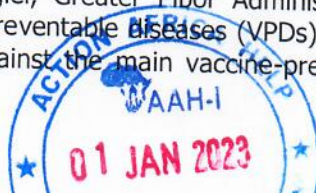
Liases with: Departmental Managers, UNICEF Lot1 Consultant, County Health Directors, and Field Officers

Duty Station: Malakal Town, Upper Nile State, South Sudan

Project: South Sudan COVID-19 Emergency Response and Health System Preparedness Additional Financing Project (CERHSP-AF)

Project background

South Sudan continues to bear some of the worst health indicators in the world, with Under-five, infant mortality, and neonatal mortality rates estimated to be 98, 63 and 40 per 1,000 live births, respectively, reflecting a heavy disease burden for South Sudanese children (UNIGME, 2021); and a maternal mortality ratio for South Sudan is over 1,150 per 100,000 live births – one of the highest maternal mortality ratios in the world (MMEIG, 2017). It is estimated that about 40% of the under-five deaths occur during the first month of life reflects the high risks associated with delivery and immediate post delivery period for both the mothers and the new-born. Low birth weight, pre-term or small for gestational age, birth asphyxia, perinatal and neonatal infections. WHO estimates that low birth weight contributes 5% of total deaths in South Sudan reflecting an age-adjusted death rate of 23 per 100,000 population and putting the country at number 18 in the World. Malaria, diarrhea, and pneumonia are responsible for over 75% of deaths among under-fives- the burden for malaria is over 50% and a major contributor to the high burden of malnutrition among children in the country. South Sudan has a low routine EPI coverage for the last couple of years that can be attributed to the scarcity of skilled human resources at the grass root level for vaccination operations, high attrition rates for the few available skilled human resource, access issues due to insecurity coupled with recurrent flooding for the last three years. The low RI coverage results in building up of the cohorts of "Zero Dose" and under vaccinated children, especially in the most flooded and security compromised areas of Upper Nile, Jonglei, Greater Pibor Administrative and Unity states, rendering them susceptible to the outbreaks of vaccine preventable diseases (VPDs). Just over a third (39%) of children under one year of age are fully immunized against the main vaccine-preventable diseases. The WUENIC coverage



estimates for third dose of pentavalent vaccine for the years 2020 and 2021 remain at 49% while the administrative data shows 56% and 82% coverage for Pentavalent-3 for the years 2020 and 2021 respectively. The country has reported Measles, Meningitis, Hepatitis-E, Cholera and Anthrax outbreaks in 2022. The health sector, especially the immunization programme has been put under further strain by the Covid-19 outbreak where the same scarce human resource capacity is involved in COVID-19 vaccination operations, further compromising the routine immunization service delivery capacity. It is upon this background that the CERHSP-AF project is slated to continue in the greater Upper Nile Region.

The lot 1 project covers Fashoda and Manyo counties. Wadekona is the main town of Manyo County. Fashoda county borders Manyo county to the north, Melut county to the north-east, Baliet county to the east, Malakal county to the southwest and Sudan to the west. The county headquarter for Fashoda is Kodok town. Manyo County borders south Kordofan and White Nile region to the north and west respectively; Renk and Melut counties to the east and Fashoda to the south.

Job Summary

The Lot 1 Monitoring and Evaluation Officer working under supervision of the Lot 1 Coordinator and the technical guidance of the Head of Programmes, the M&E Officer will be responsible for the collection and analysis of data including reporting qualitative and quantitative data.

The M&E Officer will be responsible for documentation of learnings and using data for evidence-based decision making to inform CERHSP-AF project direction. The M&E Officer will work closely with all project staff in the field to implement AAHI and partners' M&E commitments, improve project quality through enhanced data management systems and support project processes in the field offices.

The post holder will support measurement of project achievements. The M&E Officer will support the Lot Coordinator and field project staff in managing day to day Monitoring and Evaluation activities or tasks arising in the counties (Fashoda and Manyo counties) and AAHI country Office to ensure effective implementation of the CERHSP-AF project.

The post holder will maintain a good working relationship with partnering agencies for this CERHSP-AF project, the County Health Departments and other partners implementing health projects within the lot 1 counties on monitoring and evaluation aspects.

Duties & Responsibilities

1. Programme delivery (60%)

- Conduct weekly and monthly data collection, data analysis and reporting for the CERHSP-AF project using agreed Monitoring and Evaluation reporting system/tools.
- Conduct monthly data verification exercise including data quality audit/data quality assurance to enhance quality of data collection and reporting.
- Work with the Lot 1 Coordinator and project team to ensure that all indicators chosen for the project activities are realistic and achievable.
- Regularly update the project performance indicators tracking template including conducting presentations and information sharing with project team and advise on status and efficiency of the project implementation and any remedial actions required to improve the project performance.
- Work with the Lot1 Coordinator and Head of Programmes in developing/updating the project monitoring tools as may be required and oversee the review of project level monitoring and evaluation work plan and associated activities work plans as reflected in the results framework.
- Conduct monthly and quarterly project performance quality improvement activities.
- Lead quarterly joint supportive supervisions at county levels.
- Provide capacity building, coaching and mentoring project staff on M&E aspects.
- Support field project staff in development of weekly and monthly work plans, activity reports and documentation.
- Support the Lot 1 project teams to collect the data digitally and analyses the same for use during the monthly reporting.
- Lead the processes and conduct of post distribution monitoring, assessments, baseline and end line surveys.



- Participate in meeting, workshops, and conferences as required or directed by the Lot 1 Coordinator or your immediate supervisor.
- Maintain a well-organized filing system for both soft and hard copy project documents (reports, presentations, recordings etc.).
- The M&E Officer will occasionally take on duties over and beyond those listed above as may be assigned by his or her immediate supervisor.

3. Accountability and feedback system (25%)

- Lead and coordinate processes to collect, review and respond to clients' feedback at the field levels.
- Set up a grievance redress mechanism/ feedback mechanism both proactive and reactive (technological improvement to existing mechanisms) with support of the Lot 1 Coordinator and Head of Programmes.
- Conduct regular focused group discussions, key informants' interviews, and meeting with different stakeholders in the Lot 1 project areas to solicit feedback on AAHI and partners' work.
- During distributions of medical and non-medical supplies and tools; establish a help desk/information table for the community members to answer beneficiaries' comments/questions. After distribution, prepare a help desk report on the distribution.
- Prepare consolidated quarterly project beneficiaries and stakeholders' feedback analysis report to be discussed at field level and during quarterly performance review meeting for better decision making.
- Work closely with the project team to ensure a good level of accountability for all programme activities.

4. Representation (10%)

- Participate in relevant county meetings to build a strong relationship with the County Health Departments and all health partners in the area.
- Ensure all relevant parties are kept informed of AAHI's activities as appropriate.

5. Reporting (5%)

- Ensure weekly reports are submitted to the Lot 1 Coordinator every Friday by 4:00 pm.
- Monthly reports are submitted to Lot 1 Coordinator by 5th of every month.
- Quarterly reports are submitted to the Lot 1 Coordinator by 7th of every month.
- Support compiling and writing monthly county updates and donor reports.
- Maintain auditable project files (both hard and soft copy).

Expected Results

- Ensure any deviation from targets is flagged before the reporting and explained in the monthly reports.
- Enter data into the DHIS 2 on a timely to ensure that the donor reporting is timely and correctly done.
- Support the compiling and writing of monthly donor reports and county updates.
- Ensure periodic reports are accurate and submitted timely.
- Quality communication materials for the visibility of the organization.
- Excellent success stories developed on behalf of the organization
- M&E and Reporting skills improved for project staff
- Project files well organized and auditable.

Skills Requirements and Experience

Essential

- Bachelor Degree in Statistics, Social Science, Information Management, Demography, Economics, Monitoring and Evaluation or related field.
- Post graduate certificate or Diploma in Monitoring and Evaluation is desired.
- 3 to 5 years' working experience in a related field. This should include reporting and documentation, creative writing and data analysis.
- Excellent knowledge on rules and regulations governing implementation of UNICEF monitoring and evaluation of projects.
- Excellent negotiation skills for engagement with SMOHS, CHDs, UNICEF, other Health & Nutrition actors and internally within AAHI.
- Knowledgeable of the Health System Strengthening principles and approaches.



- Familiar with digital data collection and analysis packages (KOBO Toolbox, ODK Collect, DHIS2, NIS, SPSS).
- Excellent communication and interpersonal skills and ability to thrive in a multi-cultural, dynamic environment.
- Ability to work under tight deadlines and share relevant information and maintain confidentiality.
- Ability to analyse large data set and produce high quality project reports.
- Strong capacity building skills with excellent command of both written and spoken English.
- Excellent computing skills including Microsoft Office packages such as MS Word, Excel, Power Point and Databases.
- Self-starter and able to work under undue pressure to accomplish program needs.

Desirable

- Commitment to and understanding of AAH-I's vision, mission and values as well as AAH South Sudan strategic plan
- Appreciation of the aims and objectives of AAHI.
- Willingness to travel and work in remote areas of South Sudan.
- Knowledge and experience of working in South Sudan will be an added advantage.
- Very enthusiastic and able to work extra hours to achieve the objectives of the programme.
- Fluency in written and spoken English, spoken Arabic an added advantage.
- Good knowledge of project cycle management for health projects.
- Proven training and capacity building skills.



Safeguarding

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within AAHI

- Alongside our safeguarding policy, AAHI is an equal opportunities employer and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrong doings within our programming area.
Report any concerns about inappropriate behavior of a AAHI staff or partner.

Application Instructions

AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base Juba**

Deadline: All applications must be submitted latest by **20th January 2023 COB (4.00PM)**.

Due to the high number of applications we receive and urgency for this position, applications will be reviewed as they are received and this position might be filled before the deadline.

