



National Empowerment of Positive Women United (NEPWU)

Job Title:	Project M&E Assistant
Country program:	South Sudan
Location of the Position :	Juba with frequent field visits
Position Opened for :	South Sudanese National Only.
Reporting to:	Project Manager.
Desired Start Date	ASAP
Advertised date	8/6/2021
Closing date for Application:	25/6/2021
Contract type:	Full-time, for 12 months (one year)

NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road.

BACKGROUND

National Empowerment of Position Women United (NEPWU) is a National Non-Governmental Organization of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with support from SSAC, UNAIDS and UN Women. This was in accordance with the decision by the UNAIDS as articulated by its Global Plan (2011), to put women living with HIV at the Centre of the HIV response so as to stop new HIV infections among children and to keep their mothers alive. NEPWU with support from USAID is seeking for qualified **Project M&E Assistant** for the project of community led monitoring (CLM) South Sudan who will undertake the following duties:-

Summary Responsibilities:

The **Project M&E Assistant** will be responsible for designing and implementing the **M&E** activities of the Project; assisting the Project Manager in preparing monthly, Quarterly and Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project.

Duties & Responsibilities:

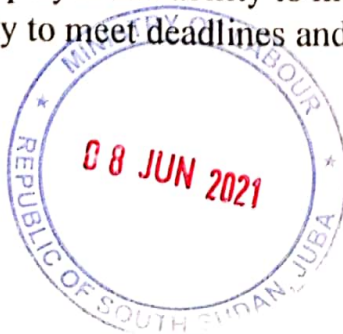
- Monitors the field activities based on project implementation plan through NEPWU monitoring and evaluation tools.
- Assists in developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc.)
- Monthly data collection, data entry & data analysis based on project requirements ensuring data accuracy and reliability.



- Provide timely inputs for new initiatives and improvements on M&E issues to the management team.
- Participate in the project's quality, implementation, particularly through identifying weaknesses and strengths in NEPWU M&E issues and report to the management team.
- Participate in the evaluation of the project's results and achievements.
- Actively collaborate with Liaison Officers and provide inputs to develop databases on project activities and assist in updating regularly the database according to the project requirements.
- Actively participate to project implementation & coordination meetings.
- Assist to developing technical concepts, guidelines, manuals, procedures, concept papers on M&E issues upon request of the management team.
- Provide inputs to project reports and publications upon request of the management team.
- Prepare weekly/monthly schedule of monitoring and evaluation related activities.
- Provide M&E verbal and written reports on a weekly basis to the management team.
- Assist to maintaining a clear and transparent filing system.
- Aim in continuously develop personal and organizational expertise on M&E issues (using training, distance study, experience sharing with partners, etc.).
- Support short-term M&E evaluators and experts as required.
- Train Data collectors and Liaison Officers on data collection tools and reporting
- Any other duties as assign by M&E Officer or Project Manager

Qualifications and Education Requirements

- Advance Diploma or University degree in Statistics, Economics, Social Sciences or any other relevant field.
- At least 2-3 years of working experience in a similar position with local or International NGO,
- Be able to manage multiple tasks and responsibilities.
- Competency in Microsoft Excel, Word, PowerPoint and other M&E Software. E.g. ODK, SPSS and others
- Very good English written communications skills including the ability to prepare reports.
- Team player and ability to multi-task;
- Ability to meet deadlines and cope with pressing timelines;



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- Problem solving and basic counselling skills
- Stress & Time management skills
- **How to Apply (Application Procedure):**
- Interested candidates are requested to submit their application in English through Email: hr.nepwu@gmail.com & wani.nepwu@gmail.com by midnight of the closing date specified above or hand delivery to:
- NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road



8/6/21