

	Job Title:	Monitoring & Evaluation Officer-BHI
	Number of Positions:	01
	Reporting to:	BHI/Health Manager and BHI coordinator
	Department	Health & Nutrition
	Locations	Fangak and Ayod

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 APPROVAL
 9/2/2023

Background:

CAO is a National Non-Governmental, non-political and not-for-profit organization to address humanitarian needs, transition and development assistance. Our mandate is to build capacities of South Sudanese communities through socio-economic development, peace building, access to justice, promotion of human rights, good governance, formal and non-formal education, nutrition, WASH program, health services, poverty alleviation through initiatives such as agricultural capacity building programs and promotion of cultural tolerance.

CAO was established in 2014 with over 8 years of operations in Jonglei, Upper Nile, Central Equatoria and Warrap States of South Sudan with field offices in Ayod, Fangak, Akobo, Pigi/Canal, and Uror in Jonglei State and Nassir and Ulang in Upper Nile and Twic in Warrap state with a head office in Juba. Over 100 people, a mixture of South Sudanese and foreigners are employed by CAO South Sudan.

Through funding from World Bank, CAO is implementing a general health service provision in the Counties of Ayod and Fangak. It is in light of this that CAO would like to recruit a competent candidate for the above position

Summary of Responsibilities

The monitoring and Evaluation officer-BHI shall be responsible for overall collection, summarizing, compiling, disseminating, sorting, and timely reporting of all forms of data generated from CAO's BHI programme with key focus on the submission of timely, qualitative and quantitative reports to the project management team, partners and donors and all relevant stakeholders for instance CHDs and SMoH. She/he shall be aligned with CAO's measurement for action standards, practices, and tools in monitoring and evaluation plans for this project. Precisely, the M&E officer will be in charge of leading of the clients' responsiveness measures in the project field locations with the close protection from exploitation and abuse, child safeguarding, anti-workplace, harassment, Fiscal Integrity, and anti-corruption.

Main Job Roles:

Assessment, Learning and Documentation



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Ensure relevant, timely, and quality support to the field office frontline project staff on assessment, and evaluation, i.e. support in developing project tools, data analysis, and report writing.

Take lead in the case study on project implementation approach and prepare advocacy briefs with brief and summarized data in terms of trends etc.

Attend semi-annual meetings with other MEAL officers, other project Managers organized for project monitoring and learning updates, achievements and challenges, as may be required by the donor.

Provide documentation and dissemination of key findings stemming from monitoring, assessment, client feedback channels, and other learning activities

Track and ensure organized, comprehensive electronic filing of lessons and validated findings/analyses

When appropriate/applicable, facilitate, and participate in information sharing, opportunities among CAO officers, partners and donors.

Accountability and monitoring systems.

Develop and update M&E tools, database, and monthly reporting formats in close coordination and collaboration with BHI/Health Manager

Support staff in mobile data collection using HMIS

Conduct data audits and analysis to ensure high quality data, compile a report with relevant indicator data for real project, showing target versus actuals and an action plan and share with senior project manager/health manager in Juba

Participate in developing M&E work plans, and indicator tracking matrix in line with the real project indicators and M&E plans

Compile the monthly indicator tracking tool report format and share with BHI/Health manager for validation.

Develop mechanisms and process for data collection, data review during real project contextualization process so that user groups' feedback can be utilized to continuously adapt real project content.

Compile monthly 5Ws reports from field and share to BHI/Health manager for review

Support staff on data management and storage to the field staff

Set up feedback channels for all project sectors depending on the context



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Setting up and managing the feedback registry, data collection and monitoring tools for client responsiveness

Conduct detailed data analysis for qualitative and quantitative data received through the different channels and presenting statistics in clear formats to highlight feedback trends to the program and grants team at field meetings, project review meetings for analysis and decision making at the field office level.

Job Qualification

Education: University degree in social sciences courses including, statistics and public health. A diploma in M&E studies with 3 years' experience can work in the absence of the degree.

Work Experience: At least 2 years' experience in humanitarian work with proven success in project monitoring and evaluation systems from project initiation to close-out stages

Demonstrated competencies and skills:

Advanced knowledge and skills Microsoft Excel, including creating tables and forms, trend analysis, using pivot tables and charting/visualization of data.

Must have sufficient knowledge in DHIS2 and other data visualization software.

Strong belief in and commitment to human rights and gender quality

Ability to communicate sensitively and without judgmental sentiments, good diplomatic and persuasion skills.

Ability to analyze and judge fairly when making decisions while taking accountability for the decisions made.

Emotional maturity and stability to resolve conflicts in a non-violent way and maintain appropriate boundaries.

Language skills: Excellent communication skills, Ability to write concise and summarized reports in English.

Condition: The position is field base roving in two counties (Fangak and Ayod) and may travel to Juba depending on the prevailing conditions as may be necessitated by the donor.

Information on application: Qualified and interested candidates can send their application letters and updated CVs to commaction.org@gmail.com or hand deliver to CAO Head office in Hai Tijaria along Kokora road **NOT later than 2/3/2023**.

Please note that this position is urgent therefore, Applications will be reviewed in a rolling basis

Applications must be clearly addressed to the Human Resources officer CAO with the position clearly indicated.



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CAO is an equal opportunity employer however; Female candidates are strongly encouraged to apply.
Applications received after the deadline and the ones that are not properly addressed will not be considered. Only the successful candidates will be contacted.



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