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VACANCY ANNOUNCEMENT

Date 15/06/2021

Position: M&E Officer (Nutrition project)

Location: WES Yambio

Start Date: 15 June 2021.

Deadline for Applications: 28th June 2021.

We believe in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her. We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – learn more on our website at www.cmmb.org

CMMB is committed to learning and evolving in order to successfully achieve impact in its strategy and will have strong vertical and horizontal team structures in alignment to the global strategy in order to encourage accountability, communication, and effective project management.

We believe in people. We strive to live out our core values of collaboration, love, excellence and respect every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply.

JOB SUMMARY

The purpose of the M&E Officer position is to coordinate the collection, compilation, consolidation, and analysis of data to track programs/ projects activities, monitor progress and support impact measurement. S/he will also conduct development research, engage in reflective practice, and generate lessons from projects/program and prepare M&E plans for Nutrition (WFP/UNICEF) Program. S/he is responsible for establishing and ensuring better data management systems for the core program s/he assigned for and coordinates the proper and timely evaluation of project objectives/impact. S/he will supervise, coach, and mentor Nutrition Staffs (Nutrition Officers; SC Clinical Officers; SC Nurses and Nutrition Assistants and CNVs in data collection, tabulation, analysis, and presentation. S/he will ensure the existence of accountability mechanisms and devise a strategy for program staff participation in M&E activities. The position holder will closely work with front line staff and volunteers. S/he also will work closely with the M&E unit on technical matters and reports to the M&E Coordinator and will have dotted line report to the Nutrition Project Manager.

Major Responsibilities: **RESPONSIBILITIES**

- Program/project design and learning



- Participate in program/ project design specially in developing log frames;
- Design, develop and continuously update project M&E, and impact measurement tools and systems on timely fashion;
- Take part in diagnostic studies, evaluations and surveys;
- Work closely with Strategic Information Manager to organize program review, reflective practice, evaluation, and progress monitoring events by involving communities and local partners.
- Organize panel monitoring and/or similar M&E events to ensure accountability to the target community, with relevant stakeholders including communities and ensure their dissemination to concerned parties;
- With support from the SI Manger and Nutrition Project manager, establish and maintain project level information management system.
- Design a strategy to collect field level information required by CMMB, donors and/or stakeholders.
- Ensure that learning from previous projects is incorporated into project design where applicable.
- Participate in donor visits during join supportive supervision in the fields and provide detail reports on the findings and thereafter draw response plan to address the gaps/loopholes identified.

Monitoring and evaluation

- Track progress against monitoring work plans.
- Coordinate the field level community participatory monitoring and evaluation, reflective practice, and impact measurement.
- Ensures the on-time execution of projects major monitoring and evaluation events including but not limited to baseline survey, mid-term evaluation, final evaluation, data quality audit and field supervision.
- Provide technical assistance to staff and partner organization on information management system specifically Nutrition Information System (NIS), proper data collection and record keeping.
- Provide consistent, supportive supervision to strengthen staff performance as necessary to meet monitoring objectives;
- Update M&E plan (program Toolkit) timely and provide feedback to program staff on status and quality of implementation.
- Assist with monthly and/or quarterly performance indicator analysis, including generation of reports as well as presentations for staff related to on-going performance;
- Conduct regular data verification exercises to ensure reporting and collection of quality data;
- Verify entered data for completeness, correctness, and consistency and follow up on any data quality issues;
- Document findings from data quality audits and store in project files to ensure collective and sustainable access;



- Actively participate in and contribute to M&E team activities, system assessments, development, and implementation of new systems and/or tools aimed at strengthening overall M&E practices in Nutrition Program.
- Closely work with staff to ensure they follow correct procedures and criteria during beneficiary registration;
- Take part in the recruitment of enumerators and survey consultants;
- Provide M&E inputs for reports written during project implementation;
- Periodically leads reflective practice via Focus Group discussions and document human interest Stories across the project sites and share the reports.

Information management and reporting

- Establish and maintain project information management system.
- Compile WFP weekly reports and share with his/her supervisor.
- Submit data set to update country office wide program database on monthly basis.
- Compile regular project monitoring report, including lessons learned, prepared by different projects and application of evaluation recommendations;
- Ensure all projects have downward/ forward accountability mechanisms and works with project staff to make sure its implementation;
- Compile quarter, biannual and annual tabular and narrative reports (as required by project stakeholders) on projects' accomplishments by cost and alert the management for special deviations from the plan.

Capacity building and supervision

- Assist partners in designing monitoring and reporting tools and establishing database management systems.
- Organize orientation for nutrition assistants and community Nutrition Volunteers on the monitoring tools and train them how to use data for decision making.
- Let the Nutrition staffs understand CMMB's Nutrition precepts, goals, and objectives in general.
- Coach, mentor and supervise facility staffs on M&E tools.
- Perform other duties assigned by the supervisor.

Key Working Relationships:

- **Position Reports to: Nutrition Project Manger**
- **Indirect Reporting: Strategic Information Manager**
- **Internal: Programs Director and M&E Officers.**



Qualifications

- Bachelor's degree/Diploma Monitoring and Evaluation/Information Technology
- Excellent computer skills are required (particularly Advanced Microsoft Excel, Access and Word; Emails, Nutrition Information System NIS/DHIS Preferred).
- At least two-year experience working in monitoring and evaluation focus in Data management in Health and Nutrition (NIS/DHIS)
- Strong data collection, analysis, and report writing skills required;
- Ability to work independently, think analytically and take initiative in solving problems;
- Ability to communicate technical issues effectively;
- Familiarity with log frame analysis and M&E plan;
- Experience in conducting assessment;(KAP surveys)
- Desirable-having worked in Health and Nutrition Sectors
- Good verbal communication skills in local languages (Arabic) and working knowledge of English;
- Most importantly, commitment to CMMB values and principles;
- A strong team player with excellent interpersonal skills and the ability to work with groups of diverse backgrounds.

If you believe you meet the criteria above and would like to work for CMMB, please submit your **CV** and **covering letter** to **CMMB Office at Stadium Road Plot 98, Nakpangau-Yambio Gbudue State, Republic of South Sudan** or email to cmmbsouthsudanjobs@cmmb.org

NB:

CMMB SS Yambio Office
Human Resource Office
Gbudue Stadium Road, Block 9, plot No:
93
WES
Email: cmmbsouthsudanjobs@cmmb.org

CMMB SS Juba Office
Juba Operation Office
Rahwa Building plot 710-3k, Kololo Juba
Juba CE State -South Sudan
Email: cmmbsouthsudanjobs@cmmb.org

- Internal candidates are encouraged to apply
- Only short-listed applicants will be contacted.
- Applications once received are not returnable

