

JOB ADVERTISEMENT

Job title:	Monitoring & Evaluation Officer (For South Sudanese Nationals Only)
Duty Station	Juba
Reports to:	Senior Monitoring & Evaluation Officer
Starting Date:	Immediate
<i>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</i>	

SUMMARY OF JOB PURPOSE:

Democracy International (DI) seeks to recruit a Monitoring & Evaluation (M&E) Officer for its USAID-funded program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. SUCCESS seeks to develop the capacity of civil society. In order to achieve this, SUCCESS will undertake a variety of programs including hosting seminars and training opportunities, grant opportunities, and mentoring programs. The Monitoring & Evaluation Officer supports the M&E Team and SUCCESS senior management in program reporting and information awareness.

Job Duties and Responsibilities:

The Monitoring & Evaluation Officer major responsibilities are as follows:

- Ensure program planning and implementation focuses on overall M&E framework;
- Review the validity of project performance indicators and ensure proper data collection;
- Manage the paper and electronic filing systems for reporting;
- Support the Senior M&E Officer in the collection of performance monitoring data, preparation of performance data reports, validation of data, and input of necessary data into project training databases;
- Undertake regular field visits to ensure compliance and timely execution of the planned M&E activities by various sub grantees;
- Undertake training and orientation of program units to operate the approved performance monitoring and evaluation plan (PMEP);
- Promote monitoring and evaluation standards, quality assurance/control, data verification, and capacity development with focus on grantees;
- Draft monthly reports of planned events and weekly reports summarizing project activities;
- Collect data relevant to the indicators in the SUCCESS Performance Monitoring and Evaluation Plan (PMEP);
- Ensure that program staff and grantees have the appropriate data collection tools before the commencement of any project activity;
- Conduct monitoring activities to project locations, activities, and grantees as needed;
- Contribute to M&E trainings for SUCCESS civil society partners and grantees;
- Draft and support program team in the development of success stories.

Qualifications, Knowledge, Skills and Abilities Required

- University degree or equivalent in Social Sciences, Political Science, Economics or related social sciences with specialized training in project and program monitoring and evaluation.
- At least 3 years of support to civil society support programs, specifically in Monitoring & Evaluation activities.
- Good computer literacy (word, excel, PowerPoint, Outlook), and experience in management information systems,
- Good sense of organization and able to set up a filing system,
- Excellent communication and interpersonal skills and be able to work as part of a team,
- Preparedness to visit field offices, sometimes under difficult living conditions;
- Ability to work under pressure and meet deadlines.
- Proof of South Sudanese citizenship/nationality

Interested candidates should submit their applications clearly indicating the position they are applying for and updated CV. This should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date of October 04, 2019 by email to di.ssudanjobs@gmail.com or through Hand delivery to Democracy International, Applications Submission Box, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.

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