

50- Approved by higher office



VACANCY ANNOUNCEMENT	
Job Title	M&E Officer-Education
Band / Level	8B*
Department	Child Protection/Education
Location	NBEG(Aweil East /South)
Overtime Eligible:	Exempt
Job Opens	3 rd Janaury, 2023
Closing Date:	16 th January, 2023

BACKGROUND:

The International Rescue Committee, one of the world’s largest humanitarian agencies, provides relief, rehabilitation and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

In partnership with the LEGO Foundation, the IRC is implementing an 18-month Resilience Expansion and Active Learning in Crisis (REAL) project (beginning in October 2021) aimed at bringing play-based learning activities to children whose education and wellbeing have been disrupted and damaged by the COVID-19 pandemic. The project will target marginalized communities in the DRC, Ethiopia and South Sudan. It will build on play-based social-emotional learning materials and approaches already developed in the region through the LEGO Foundation-supported Play Well and PlayMatters projects, led by the IRC in Ethiopia, Uganda and Tanzania. The project aims to work closely with the full range of education stakeholders, including Ministry of General Education & Instruction (State & County Level), to build capacity to incorporate learning through play activities into formal and non-formal education activities, into distance and home-based learning responses to school closures, and into district emergency preparedness and COVID-19 response plans.

Summary of Responsibilities:

The **Monitoring and Evaluation Officer- Education** shall be responsible for the overall collection, summarizing, compiling, dissemination, storing, and timely reporting of all forms of data generated from IRC South Sudan Education Program with a key focus on the submission of timely, qualitative and quantitative reports to the Program Management Team, donors and relevant stakeholders. She/he will be aligned with IRC’s Measurement for Action Standards, Practices, and Tools in the monitoring and evaluation plans for this project. Specifically, the M&E Officer will be in charge of leading of the client responsiveness measures in the field location with the close



Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Gender Equality:

- IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances

Equal Opportunity Employer:

- IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

Any candidate who may wish to do job solicitation to win favor whether being directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the recruitment process.

The position is strictly for south Sudanese Nationals with all the National documents.

NB: Female candidates are strongly encouraged to apply.

How to Apply.

Interested applicants should submit copies of their updated CV with contact details of 3 referees and copies of their National ID to the Human resource in Malualkon or through the

Email: SS-HR@Rescue.org before 16th January 2023@5:00pm

Note. Only shortlisted Candidates shall be contacted and attach only photocopies while originals will be asked at the time of the interview panel while all the photocopies will remain IRC's properties.

Please indicate clearly the Position you are applying for in the subject line/Envelope



Confidentiality: Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

Key Working Relationships:

Position Reports to: Senior Education Manager

Position directly supervises: NA

Indirect Reporting: Design Monitoring and Evaluation Coordinator, CP Coordinator

Other Internal and/or external contacts:

Internal: Country Team- South Sudan

External: Technology Service Providers, Community Radio Partners, Radio Broadcasting Companies and Distribution Companies, South Sudan Ministry of General Education and Instruction both at national and state level (NBeG State), National and State Education Cluster, other key education development actors (INGOs, LNGOs).

Job Qualifications:

Education: University degree in Education, social sciences (i.e. Sociology, Social Work, Gender Studies, human rights, Statistics, Economics, etc.).

Work Experience: At least 4 years' experience in humanitarian settings with proven success in designing, implementing and operating **Education** project M&E systems from project initiation to close-out stages.

Demonstrated Skills and Competencies:

- Advanced knowledge and skills in Microsoft Excel, including creating tables and forms, trend analysis, using pivot tables and charting/visualizing data.
- Strong belief in and commitment to human rights and gender equality.
- Ability to communicate sensitively and without judgment; good diplomatic and persuasion skills.
- Ability to use good judgment when making decisions and to take accountability for decisions made.
- Emotional maturity and stability to resolve conflicts in a non-violent way and maintain appropriate boundaries.

Language Skills:

- Excellent communication skills, and writing of concise reports in English

Standards of Professional Conduct:

- The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary



Assessment, Learning, and Documentation

- Ensure relevant, timely, and quality support to the field office on assessments and evaluations, i.e. support in developing the survey tools, data analysis, and report writing.
- Take lead in the case study on the project implementation approach and prepare advocacy brief.
- Attend semi-annual meetings with other MEAL Officers, the M&E officer, the MEAL Managers, and the MEAL Coordinator on project monitoring and learning updates, achievements, challenges.
- 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 IRC offices/partners/donors.

Capacity Building

- Facilitate capacity building for the project team.
- Conduct visits to sub-offices and intervention areas to provide training, technical assistance, and support, as well as to ensure that M&E and strategies are understood and being implemented effectively.
- Provide training on how to collect, document, refer and respond on client feedback for the focal points who manage client feedback channels

Note: The role of the M&E Officer cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the M&E Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Compliance: Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regard to protection principles.

Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.

Incorporate and comply with any new procedures and guidelines designated in circulars from Country Director

Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the supervisor, the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers

Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately.



support of the Client Responsiveness Manager, and Design Monitoring and Evaluation Coordinator.

Major Responsibilities:

Under the direct supervision of the Senior Education Manger, the M&E Officer will be responsible for the following specific activities in Aweil East and Aweil South Field Offices where REAL Project will be implemneted:

Accountability and Monitoring Systems

- Develop and/or update M&E tools, databases, and monthly reporting formats in close collaboration with the Senior Education managers.
- Support the staff in mobile data collection; using Kobo Collect, COMM care, and the IRC apps to collect and analyze data.
- Conduct data audits and analysis to ensure high-quality data, compile a report with relevant indicator data for REAL project, showing targets versus actuals and an action plan and send this to the Snr. Education Manager, Technical Coordinator, and M&E Team in Juba on a monthly basis.
- Participate in developing an M&E Plan, M&E work plan and indicator tracking matrix, in line with the REAL project indicators and M&E plan.
- Compile the monthly indicator tracking tool report and share it with the manager for further decision.
- Develop mechanisms and processes for data collection, data review and learning during REAL project contextualization process so that user groups' feedback can be utilized to continuously adapt REAL/LtP content;
- Compile the monthly 5W report from and share to the Snr. Education Manager for review.
- Clients counting: a quarterly gender and age disaggregated overview per grant per sector should be provided.
- Support staff on data management and storage to field staff, in collaboration with IT.
- Contribute to the rollout of IRC global initiatives related to measurement and accountability and enable reporting against IRC global standards and requirements.
- Set up feedback channels for all sectors or per location depending on the context and appropriate for conflict affected populations with the support of Client Response Manager based at Juba.
- Setting up and managing the Feedback Registry, data collection and monitoring tools for client responsiveness.
- Conducting detailed data analysis for quantitative and qualitative data received through the different channels and presenting statistics in clear formats to highlight feedback trends to program and grants team at field meetings, project review meetings for analysis and decision making at the field office level.

