



Approved



Vacancy Announcement

Amref Health Africa is the largest indigenous health development non-governmental organization based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is headquartered in Nairobi, and has programmes in Kenya, Uganda, Tanzania, Ethiopia, South Sudan, Southern Africa and West Africa. For more information visit our website www.amref.org

Amref Health Africa South Sudan is seeking to recruit below vacancy

Main Job Purpose:

Under the overall guidance and direct supervision of Country MEL Manager, the MEL Officer will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the HSTP Lot 31 project maintains its mission and that activities result in the achievement of their intended outputs in a cost effective and timely manner. The M&E officer will be responsible for designing and implementing all MEL related activities of the project as well as support other project/s as and when assigned by the Country MEL Manager; assisting the Lot 31 Coordinators in preparing monitoring, Quarterly/Annual reports on project progress and will monitor project activities on a regular basis, developing and updating project ITTs and reporting in PRP as well as maintaining data quality in AIMS. The MEL Officer will also be responsible for the collection & analysis of different data in relation to HSTP Lot 31 activities. The M&E officer works in close collaboration with project teams and Country Office programme and operations clusters, Government officials (SMoH and CHD), private sector, non-government and civil society organizations

- Job Position:** Monitoring Evaluation and Learning (MEL) Officer
- Job location:** Yambio non relocatable.
- Reporting relations:** MEL Manager



Key Responsibilities:

KEY AREA	Activity	EXTENT OF DISCRETION (full, partial or none)
Development of MEL Tools and Data Management	Develop and implement a robust monitoring and evaluation system that will ensure tracking of HSTP Lot 31 Project results at different levels (outputs, outcomes and impact).	Full
	Develop/ Adopt an integrated database of the project and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.	Full
	Work with project officers and managers to ensure the collection of relevant and appropriate data needed for an effective MEL system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/ programs and services and for reporting on donor commitments.	Full
	Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within Amref Health Africa in South Sudan.	Full
	Review data collection tools for the Project	Full
	Timely update and share data on AIMS to the management and country level.	Full
Monitoring and Reporting	Maintain and update the integrated indicator tracker based on submissions from the Project officers and Health facilities.	Full
	Work closely with the Project Managers to ensure that feedback to county office is within time.	Full
	Develop M&E plan for HSTP Lot31 as well as other assigned projects and proposals and ensure the same is followed up during implementation;	Partial
	Ensure all assigned projects have updated work-plan and performance management plan (PMPs) in tandem with all approved proposals, regularly reviewing and updating as needed	Full



KEY AREA	Activity	EXTENT OF DISCRETION (full, partial or none)
	Carry out data quality assessments/ audits regularly for MEL data based on agreed indicators to guide decision making	Full
	Provide alert to the respective programme officers/ managers, on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.	Full
Monitoring and Reporting	Review monthly progress reports from partners and projects and ensure they have evidence to back-up and provide feedback to the respective staff	Full
	Ensure that cross cutting issues such as participation, gender, age and disability are effectively addressed/ mainstreamed in all project implementations as part of ensuring accountability according to Amref Health Africa MEL framework.	Full
Assessments, Surveys and Evaluation	Support implementations of accountability requirements such as baseline surveys, evaluations as per MEL framework standards.	Full
	Ensure that Amref Health Africa in South Sudan learns from any evaluations of completed projects for decision making and improvement of project designs.	
	Share learning and provide constructive comments to colleagues in order to ensure programme quality	Full
	Build capacity of project staff through training to ensure adoption of Standard MEL guidelines; orient project staff on new data monitoring tools and data quality standards.	Full

6 ANY OTHER TASKS (e.g. files computers, printers, safe, modem, vehicle etc.)

Participate and represent Amref Health Africa in stakeholders' meetings and share feedback appropriately.

Carry out additional related activities and management tasks assigned by the MEL Manager



Requirements

7.1 Minimum Education

- (academic and professional as per Amref Health Africa Policy)
- Bachelor's Degree in Statistics, Economics, Monitoring & Evaluation, Demography and Population Studies;

7.2 Experience (number of years as per AMREF Policy)

At least 3 years' direct experience in a position of monitoring and evaluation of Multi Donor Trust Fund (MDTF) health programme/s

7.3 Skills

Demonstrated experience in data processing and management of large-scale surveys;

- Demonstrated experience of statistical packages and/ or data analysis software (e.g. SPSS, Excel, Epi Info, Epi Data, STATA) and advanced computer skills (word, processing, spread sheets, and databases) are a must.
- Technical knowledge and experience in implementation of gender and disability sensitive approaches is a plus;
- Knowledge and experience in implementing of health care initiatives is an added advantage
- Knowledge and experience in using Data Visualization and business intelligence Tools such as Tableau, Power BI is a plus

8 MENTAL COMPETENCIES

8.1 Decision Making

- Excellent interpersonal skills and the ability to work well within a multi-cultural team environment;
- Strong analytical skills;

Application Process

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team and help bring lasting health change in Africa, please send your application through Jobs.Southsudan@amref.org Your application should include an updated CV including three work related referees and a cover letter addressed to Human Resource & Operations Department, Amref Health Africa. The closing date for submitting applications is **04th September 2024** however due to the Urgency to fill this position, we regret that only short-listed candidates will be contacted.

Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy. Female Candidates Are Strongly

Encouraged to Apply

