



Monitoring and Evaluation Officer
Based in Nimule, South Sudan:

Background:

Drop in the Bucket is a registered international NGO that has been operating in East Africa since 2006. We work directly with underserved and marginalized communities in remote areas of Uganda and South Sudan.

Our program, Promoting Girls Education in South Sudan (ProGESS), is a scholarship scheme for underprivileged girls who have excelled academically to attend secondary education and pursue their academic dreams. The program also supports teacher development, monitoring and supervision of teaching and learning in primary schools. Our goal is to assist children reach their full potential through access to quality education.

DROP is actively seeking enthusiastic, qualified and experienced candidate who is committed to our vision, mission and values to fill the opening position of **Monitoring and Evaluation Officer** in Nimule field Office.

Scope of work:

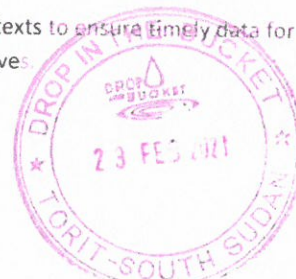
The job holder is expected to support the education program on broad range of technical and operational assistance. Under the supervision of the Education Program Manager and Director, the duties include but not limited to program development, progress monitoring, evaluation, data collection, reporting and, ensuring that quality program is initiated and capacities are developed to address child rights on abuse, exploitation, violence and neglect.

Specific Duties and Responsibilities:

- Lead the development and coordination of the learning objectives and activities for the Education program.
- Provide guidance and support to project officers, Education Program Manager, and other staff as necessary in the use of MEAL tools, protocols, surveys and evaluation instruments to achieve learning objectives.
- Coordinate the integration of ICT in MEAL activities to optimize programmatic efficiency and effectiveness through data collection and management, and to take advantage of complementary efficiencies gained in program implementation.

MEAL/ICT in project design

- Coordinate timely needs assessments and provide technical oversight to map needs and opportunities in project design.
- Support DROP project teams and partners in the development of MEAL components in alignment with DROP MEAL policies and procedures and donor requirements.
- Collaborate with program manager and executive director to identify their MEAL related needs and allocate resources accordingly.
- Adapt MEAL principles, approaches, systems and tools in emergency contexts to ensure timely data for project decision-making and demonstrating project attainment of objectives.



Learning and Knowledge Management

- Coordinate the development of a program learning agenda for the DROP with stakeholder buy-in that ensures the program and its partners continually learn for program improvement.
- Develop and guide implementation a comprehensive knowledge management plan that ensure effective capturing, storage and dissemination of project both tacit and explicit knowledge within DROP
- Guide the generation of technical evidence base to address DROP's learning priorities by guiding the conduct of operations research, comprehensive literature reviews and qualitative data collection processes.
- Work with the Director to facilitate annual review of DROP's theory of change and logical framework to ensure that learning and contextual changes are incorporated into project implementation.
- Work closely with Director to establish of a program's intranet comprising of a searchable knowledge database of emerging practices, tools, and reports for DROP and partner staff to access for learning and adaptive management.
- Develop and implement a broad set of tested knowledge management tools, models and approaches in line with knowledge management needs of DROP program.
- Leverage and enhance the DROP's existing internal knowledge management systems and platforms (e.g.the DROP Share Point site) to upload and share information

Collaboration, representation and learning events

- Support in organizing internal collaboration events for staff and communities of practices to keep abreast of new developments and ensure key points of learning are identified and shared
- Participate in external collaboration and knowledge sharing meetings to ensure key learning is captured and disseminated across ROP staff and partners
- Assess and develop strategic relationships with various stakeholders in the implementation areas such as government, donors, other NGOs and communities to facilitate knowledge sharing through meetings, conferences, field exchange visits, social media and other online forums
- Work with Director to organize and document quarterly learning events between DROP and partner staff to jointly analyze and reflect on monitoring data in order to produce action items with assigned responsibilities.
- Contribute to the development and implementation of DROP program learning agenda
- Promote and support regular review of project progress via Learning to Action Discussions (LADs) and stand-alone learning reflections.
- Support DROP in its institutional learning through the development of effective learning systems and processes.
- Lead PQ learning reflections for staff throughout the program as needs identified and based on project evaluations and special studies as outlined by project MEAL plans.

Supporting program monitoring and evaluation

- Participate in the design, review and implementation of the projects MEAL systems in accordance to DROP MEAL policies and procedures and donor MEAL requirements.
- Lead the monitoring and evaluation of DROP's learning initiatives
- Promote effective use of DROP program quality (PQ) tools and manuals.
- Provide support to Program staff to develop and maintain a MEAL operating manual for each project to facilitate timely evidence-based analysis and reporting on project data to feed into management decisions to support adaptive management strategies.



- Ensure the collection and reporting on standard indicators for the regional strategy, as well as common indicators for each of the Country Programs' (CP) sectorial strategies.
- Assist DROP staff in writing and reviewing quality, evidence-based MEAL reports.

Documentation, Reporting, and Communication

- Manage education database.
- Facilitate sharing of good practices and lessons learned within DROP at the CP, regional and agency levels
- Guide project teams to document audience-specific learning products including journal articles, videos, case studies, success stories and disseminate these using various channels such as peer reviewed journal article, community meetings, and project's intranet.
- Contribute to reviewing, editing and writing of key program reports for internal and external audience.
- Work with director to guide evaluation and documentation of projects including gathering of qualitative information, success stories, case studies, lessons learned, and other relevant information, ensuring they are appropriately packaged, stored, and shared
- Lead DROP project communication campaigns, including photos, email, and print to facilitate adoption of changes resulting from project learning and theory of change.
- Work with DROP senior management to identify new audiences at the national, regional, and possibly international level, and create effective communication materials to engage these audience.

Skills and Qualifications Required:

The ideal candidate will have the following credentials:

- Bachelor degree in education, preferable master degree is an added advantage with at-least 3 years of classroom experience;
- Substantial experience in a similar role – specifically a management position in a similar context and proven work experience of at-least 2 years with international-funded projects;
- Excellent computer and data entry skills.
- Committed personality to humanitarian principles and actions;
- Good oral and written English communication skills and computer knowledge;
- Ability to work through line management and under limited/distance supervision;
- Experience working with children, community groups and capacity building through mobilization and facilitation;
- Demonstrated experience of integrating Gender awareness and sensitivity;
- Comfortable communicating with local leaders, parents, teachers and participating in children's activities etc.

Application Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications send CVs, with references, to: jobs@dropinthebucket.org not later than 16th March 2021

Please Note

1. DROP is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

We encourage you to visit our website: www.dropinthebucket.org for more information about our work.

