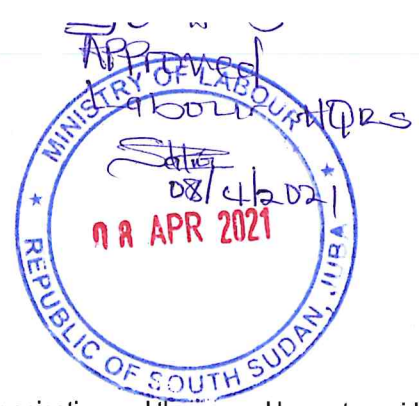




M&E Assistant



Position is open to South Sudanese nationals only.

Finn Church Aid (FCA), established in 1947 is the largest development cooperation organisation and the second largest provider of humanitarian assistance in Finland. FCA is also a founding member of Act Alliance (Action by Churches Together), which is a global alliance of more than 145 churches and related organisations working together in over 120 countries. FCA South Sudan is an active member of the Food Security & Livelihoods Cluster and Cash Working Group (CWG) at both national and sub-national levels. FCA has been implementing food security and livelihoods projects in South Sudan since 2010, operating in hard-to-reach locations in Jonglei, Lakes, Upper Nile and Central Equatoria State.

FCA is seeking for an experienced M&E Assistant based in Yei County South Sudan.

Job Title	M&E Assistant
Position Open for	SOUTH SUDANESE ONLY
Start Date	May 2021
Duty Station	Yei County
Closing Date	Tuesday 27th April 2021 at 16:00hrs (SSD Time)
Duration of Contract	12 Months with possibility of extension (with 3 months' probation period).

Primary purpose of the position:

The M&E Assistant will take the responsibility of ensuring that the field program in Yei County is delivering on set targets and objectives and in accordance with FCA and donor standards. Working in close coordination with the Field Project Officer, the M&E Assistant will provide support to the Juba based M&E Officer and project managers. You will commit to abide by FCA Code of Conduct and Ethics.

Main Responsibilities

- Design and implement M&E plan for FCA projects implemented in Yei County.
- Assist project managers in routine monitoring of their projects and ensuring that activity information is collected in an efficient and timely manner.
- Maintain an effective information database for projects which should include activities, results at different levels, targets (including indicators) and progress reports.
- Take lead in baseline surveys, end line surveys, PDMs (post distribution monitoring) as well as impact assessments and evaluations.
- Support Juba M&E officer to produce reports (monthly, quarterly, annual and final) and document good practices, lessons learned, trends, implementation issues, etc.
- Maintain a filing system (online and physical) for supporting documentation and sources of verification for each project.

Specific Task:

- Act as the field office focal point on M&E activities, providing support to all project managers.
- Meeting with project stakeholders – beneficiaries, partners, government authorities and other relevant bodies to monitor the implementation, document challenges arising
- Any other duties agreed with the supervisor, or the Juba based leadership team.

Key Working Relationships:

- Support coordination with county administration and appropriate cluster engagements.

Competence and personal requirements:

- Applicants for this position MUST possess the following requirements





M&E Assistant

Essential (Qualification and Experience)

- A minimum of a Diploma in Monitoring & Evaluation with at least 2 years of experience in Monitoring & Evaluation or project management.
- Demonstrates substantial experience in an M&E or project management role.
- Demonstrated ability in Data Collection, Data Management and Analysis.
- Computer skills in communication, MS Word, PowerPoint, Excel, MS Access etc. Working knowledge of SPSS and mobile data collection tools like Kobo an added advantage.
- Excellent written and spoken English.
- Good communication and analytical skills.
- Good knowledge of project cycle management and development.
- Demonstrated ability to work under pressure and to deliver quality work that meets deadlines.
- Experience living and working in challenging settings and willingness to travel to remote locations when necessary.
- Independent, pro-active, capable of organizing his/her own work.

Desirable

- Motivated, proactive, flexible and innovative team player with excellent communication skills
- Ability to work in insecure environments and stay in simple living conditions
- Willingness to travel extensively in remote areas.

Job Terms:

Twelves (12) month contract, including a three-month probation period, will be offered to the successful candidate. The contract is project based, renewal dependent on availability of funding. The compensation is based on FCA Salary System and depends on prior work experience.

Please apply by sending both a detailed curriculum vitae and a motivation letter in English with the names and email address of references and copy of national ID cards by Tuesday 27th of April 2021 16:00 PM to Admin.Ssuco@kua.fi and Hard copies of your application can be hand delivered to Finn Church Aid office in Juba, Bipham road, behind Midan Rembo or Finn Church Aid Yei Field office, Hai Peace, SSUHA compound.

Note: Please do not attach original documents to your application. Application documents will not be returned to applicants. Due to the volume of applications, FCA may not be able to give feedback to every applicant. As such, only shortlisted candidates will be contacted

