



JOB ADVERTISEMENT

Job Title:	PMER Coordinator
Duty Station:	SSRC HQ - Juba
Unit/Dept./Delegation:	National Society Development Department.
Reports to:	Senior PMER Coordinator
Open Date:	1 st October 2024
Closing Date:	14 th October 2024

ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 18,000 volunteers and 2,000 members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

The PMER Coordinator will work closely with the programs team to ensure the efficient and effective delivery of reporting related to SSRC interventions. The PMER Coordinator is also responsible to monitor and report to management and stakeholders on programs/projects. The PMER Coordinator will work with NS counterparts to strengthen the planning, monitoring, evaluation and reporting capacity of the national society through on-the-job training, in organizing, analysing and consolidating monthly and quarterly program progress reports and in carrying out research activities that are intended to improve and promote the works of the SSRC. The PMER Coordinator will also

JOB DUTIES AND RESPONSIBILITIES

COORDINATION AND MANAGEMENT

- Guide and facilitate the production of monthly program reports by programs teams
- Assist the Programs Coordinators and Managers to monitor program activities and to ensure reporting of relevant and accurate information are prepared
- Streamline information from the field and program officers and prepare qualitative and Quantative progress reports of all SSRC's programs/projects, for internal and external audiences, including consolidated monthly/quarterly operational reports for donors/partners and the IFRC/ICRC.
- Support production of any appeal and contribute to proposal writing for donors in collaboration with IFRC, PNS or other partners.
- Ensure that all SSRC planning are done in accordance to the SSRC PMER framework and as well the NSD framework.
- Provide technical support to planning for workshops and trainings for SSRC programs as delegated.

CAPACITY STRENGTHENING

- Develop training materials and provide appropriate training for SSRC staff to fulfil their PMER responsibilities
- Strengthen the capacity of programs staffs in producing accurate, regular, effective, timely and factual narrative reports to IFRC and other stakeholders (Donors and PNS)
- Organize annual/semi-annual "good practices" discussions within the SSRC programs team
- Assist/facilitate PMER related training for relevant SSRC staff and volunteers and PMER capacity assessment at all levels.

PLANNING, MONITORING, EVALUATION AND REPORTING

- Work closely with the programs and field teams, to identify existing monitoring and review mechanisms in the SSRC's Plan of Action to ensure that reports incorporate accurate and relevant information.
- Ensure the quality and outputs of the SSRC reports in managing the reporting system to meet donors/PNS and IFRC requirements.
- Conduct research, Evaluations and baseline surveys for all programs and projects requiring one.
- Assist in the setting up and management of databases using user friendly database software (Excel, SPSS, STATA, Epi Info, KoboCollect, powerBI etc))
- Set up appropriate internal and external reporting systems
- Manage all evaluation internally and externally and support the use of evaluation results within and throughout the National Society.
- Assist in the design and carrying out of assessments, evaluation and reviews, i.e. Real-time evaluation, mid-term review and final evaluation.
- Supporting in conducting lessons learnt workshop and documenting success stories in all projects and programs for learning.

- Ensure workplans and monitoring plans are aligned to the M&E plans and overall program/projects monitoring.
- Ensure that all the projects/ programs have all updated Log frames, M&E plans and ITT for continuous tracking.
- Strengthen M&E system by designing the appropriate tools for data collection and management for all project and programs.
- Support and roll out the PMER framework for the National society.
- Support in monitoring and Evaluation of the SSRC strategy 2022-2026.

LATERAL RELATIONSHIP

- Collaborate with communications unit on information sharing
- Liaise with other PMER counterparts for networking and sharing experiences
- Ensure that Community Engagement is taken as key in all projects and program planning and ensure setting up of realistic SMART indicators.
- Ensure that Community consultation is paramount in the whole program/project cycle.
- Support in proposal writing processes including reviewing, editing and formatting support in finalizing proposals (particularly the M&E documents) for institutional donors ensuring accurate information and required formats are used

Education	Required	Preferred
Degree in social sciences, Economics, Monitoring and Evaluation, project management, or equivalent technical field	X	
Master's in economics, Statistics, Demography, Population studies, Development studies		X
Project management, report writing and/or PMER course or equivalent training		X
Experience	Required	Preferred
3-5 years of work experience in the field of planning, monitoring, evaluation and reporting (PMER) especially in multisectoral setting	X	
Practical experience in using PMER tools, in particular, the logical framework approach (LFA)	X	
Experience in supporting organizational learning, accountability, and performance		X
Experience in training and mentoring staff members in PMER tasks	X	
Experience of working for a humanitarian aid organisation.		X
Background in data collection, management, analysis and presentation methods and tools, and ability to set up systems and procedures for reliable data collection and management	X	
Strong analytical and written skills, including report writing and presentation skills		
Competencies, Knowledge and Skills	Required	Preferred

Self-supporting in computers (Windows, spread sheets, word processing)	X	
Skills in training and mentoring staff on Kobo collect, report writing and other capacities	X	
Excellent communication skills.	X	
Knowledge and skills in Digital data collection (Kobo collect, PowerBI, Advanced Excel and SPSS)	X	
Knowledge of assessment, survey and monitoring methodologies and experience implementing them.	X	
Direction Setting and Quality Programme Management, Information management, NS strengthening, safety and security, resource mobilisation		
Languages	Required	Preferred
English (fluent)	X	
Local languages	X	

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: vacancy@ssdrexcross.org please indicates the title of the position and location you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area.

Please clearly indicate the position you are applying for on the back of your envelop.

You should arrange your documents in the following order.

- 1) Cover Letter
- 2) Curriculum Vitae {CV}
- 3) Copies of Certificates and National ID or passport

Note: Only candidates with certified copies of academic documents by the relevant public authorities or line ministries will be shortlisted and contacted for an interview and all the applications are not returnable and will remain the property of SSRC.

Qualified female candidates are strongly encouraged to apply.