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A Inspector of  
Labour  
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**PLAN INTERNATIONAL SOUTH SUDAN  
JOB ADVERT**

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

**Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:**

**POSITION 1; No. of Vacancies One (1)**

<b>Job Title</b>	:	<b>M&amp;E Officer</b>
<b>Grade</b>	:	<b>C2</b>
<b>Tenure</b>	:	<b>6 months</b>
<b>Department</b>	:	<b>Programs</b>
<b>Reports to</b>	:	<b>Project Manager with dotted line to MEAL Coordinator</b>
<b>Location</b>	:	<b>Magwi</b>

**I. Job Summary**

The Monitoring and Evaluation Officer will be a crucial part of project quality management team within Plan International South Sudan's Education cannot wait and DEC project. The post-holder will ensure that the education cannot wait and DEC projects are effectively monitored and evaluated through established systems to ensure M&E arrangements accommodate the need for lesson learning and beneficiary accountability. Under the guidance of the MEAL coordinator, she/he will guide, advice, and support building of the capacities of field teams in these areas in order to achieve outcome/impact focused projects and compliance with Plan International South Sudan donor policies and practices. The post holder will maintain a central and systematic information management system whereby relevant project information, data and lessons are documented and communicated to inform ongoing implementation and future programming



National Organisations Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States Programme Countries Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican Republic Ecuador Egypt El Salvador Ethiopia Ghana Guatemala Guinea Guinea-Bissau Haiti Honduras India Indonesia Kenya Laos Liberia Malawi Mali Mozambique Myanmar Nepal Nicaragua Niger Nigeria Pakistan Paraguay Peru Philippines Rwanda Senegal Sierra Leone Sri Lanka South Sudan Sudan Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe  
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## II. Typical Responsibilities - Key End Results of Position:

- To support the development of a MEAL system that will be used to monitor the performance of the project as well as documenting and demonstrating outcomes and impact of project activities.
- Work with the M&E Coordinator and program staff to develop M&E plans, data collection and reporting tools, filling system and indicator performance tracking;
- To oversee the day-to-day management and updating of Indicator Performance Trackers and databases of the assigned project(s), introducing relevant data management systems to the field offices.
- To participate in designing and execution of specific studies, assessments and learning in co-ordination with M&E coordinator and sector advisors/managers;
- To coordinate with program staff to create a feedback mechanism so lessons learned are incorporated into program implementation and development;
- To provide specific reports as requested by M&E Coordinator, sector advisors, Project managers and Field manager according to the agreed format and schedule
- To identify M&E and quality gaps, and actively address their causes through training, field visits, and proposals of solutions to line manager;
- To assist in data quality assurance and compliance with education cannot wait and DEC grants and other Plan International related reporting requirements such as SADDD
- To ensure that accountability to beneficiaries becomes a core element and success indicator for all program activities;
- To work together with M&E Coordinator to review current M&E practice, and assess how beneficiaries can best be involved at every stage of the programme cycle
- To assess what information children and their caretakers would like to receive about Plan programmes, and how best / method they would prefer to receive or channel their feedback
- To design and implement appropriate feedback mechanisms that are contextual, effective, accessible and safe for beneficiaries, and ensure that feedback is recorded, reviewed and acted upon
- To manage the complaints and response mechanism in the assigned area and make sure that complaints and child rights violation are reported and addressed in a professional, confidential and timely manner;
- To increase awareness and capacity of staff on accountability through induction, training, coaching, informal support and in other ways as identified;
- Act as the Accountability/ Beneficiary feedback mechanism focal point for the education cannot wait and DEC projects including, recording, referral and provision of feedback to beneficiaries within stipulated timelines.
- To work with field teams to ensure that beneficiaries participate at every stage of the programme cycle.

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- Promote the implementation and adherence of staff to Plan International's Safeguarding Children and Young People policies by sensitizing beneficiaries on the policy, monitoring the project's adherence to the policy and receive and refer safeguarding cases that may come through the beneficiary feedback mechanism.
- Any other M&E duties as needed and required

### III. Dealing with Problems:

The M&E Officer needs to have capacity of solving problems arising early enough before they escalate. All solved and unsolved problems should be shared with and reported to immediate Supervisor. In the day to day management of M&E activities, post holder should make decisions as appropriate to the context and are in accordance with Plan International mission and objectives.

### IV. Communications and Working Relationships:

#### Internal

- Reports directly to the Project Manager with dotted line to MEAL Coordinator
- Collaborates and coordinates work with other field Project staff
- Ensures that proper working relationship is maintained with support services ( i.e. finance, logistics, HR and IT)

#### External:

- UN partners WFP, FAO, IOM, UNDP, UNICEF
- National NGO and International NGO

### V. Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:

#### Knowledge

- University degree in social sciences or development related fields
- Minimum of 3 years of relevant working experience in post conflict /humanitarian response.
- Familiarity with project cycle and current principles/ approaches of Monitoring, Evaluation, accountability and Learning in emergency or post conflict context
- Strong knowledge of the Humanitarian Core Standards and the Sphere guidelines
- Ability and willingness to make frequent field visits to project sites and work in hardship environment
- High level of computer literacy (MS Word, Excel, Access, and Power Point) and data management,

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### Skills

- Proven reporting writing and data analysis skills with experience using SPSS and excel data analysis packages
- Strong self-starter who is able to take initiative
- Commitment to Plan International aims, values and policies, including child safeguarding and data protection
- Ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-formal methods;
- Leadership qualities and people management expertise to provide direction and effective support to a multidisciplinary and multicultural team in data collection and management;
- Excellent verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written and spoken English essential.
- An understanding of gender, people with special needs, child protection plus diverse considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme activities.

### Behaviors

- Receptive, honest, calm, patient and accommodating
- Regular and punctual at work, meetings and other official appointments
- Aptitude to work in a team
- Organized, methodical and meticulous

All applications marked on the right hand corner of the envelope "Application for the Position of "M&E Officer" should be addressed to:

The HR&OD Business Partner  
Plan International South Sudan Country Office  
Hai Jerusalem

You can also send your applications via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on October 8, 2020.

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are strongly encouraged to apply.*

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.

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