

# Monitoring, Evaluation and Learning Officer, Juba Sudan - USAID Youth Empowerment Activity

**Position Location:** South Sudan, Juba  
**Project Name:** USAID Youth Empowerment Activity  
**Anticipated Start Date:** Immediate



## EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

## EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

## Project Description

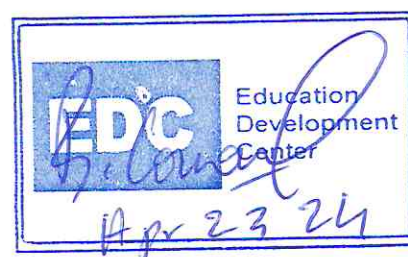
The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 14 counties across six states (Eastern Equatoria, Jonglei, Unity, Upper Nile, Western Bahr el Ghazal and Central Equatoria) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations to enhance youth-friendly service offerings. The USAID Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

## Position Description

The Monitoring, Evaluation and Learning (MEL) Officer Juba is responsible for coordinating and conducting the project's field-based monitoring and evaluation activities in Juba. The MEL Officer Juba will actively collaborate with program/technical managers, the MEL Director, the Database Manager, the MEL Officer and the US-based MEL Specialist to support the development of M&E tools, the integration of M&E across all program components, M&E data collection activities, and the development of M&E and program reports. The MEL Officer Juba will also support the Project Team's communications and outreach efforts, in line with funder guidelines.

*Essential functions include (but not limited to):*

- Coordinating and conducting field-based collection activities, ensuring that all field-based M&E activities are performed accurately and in a timely manner.
- Supporting the coordination and management of data collection related to special studies to document project outcomes.



- Supporting the management of the project's M&E system, including performance indicator tracking, Google forms maintenance and the data management (database) systems.
- Serving as a liaison on M&E matters between local stakeholders, technical team members, and the US-based MEL Specialist.
- Supporting the preparation and presentation of USAID Youth for Empowerment Activity's accomplishments, impacts, and activities to local stakeholders and donors.
- Assisting with periodic reports as appropriate or necessary.
- Coordinating and supporting the management of data quality assessments (DQAs), as needed.
- Supporting a communications and outreach plan to disseminate the project's activities and results nationally and, as appropriate, internationally.
- Developing communications materials in English and local language to promote USAID Youth for Empowerment Activity work, including fact sheets, success stories, audiovisuals, press releases, etc.

Other Duties:

- Understand the terms of the USAID Youth for Empowerment Activity awards, specifically the expected project results, and ensure compliance with requirements related to M&E.
- Participate in staff and technical team meetings, as necessary.
- Provide support to other special initiatives as needed.
- Demonstrate professionalism when managing sensitive and confidential documents and information and in working with co-workers and project partners.
- Comply with the project and organizational policies concerning security, human resources, financial and grants management, the confidentiality of information, and the like.
- Comply with EDC's administrative and HR regulations, including policies and procedures on performance management and annual performance review.
- Perform other duties as may be assigned.

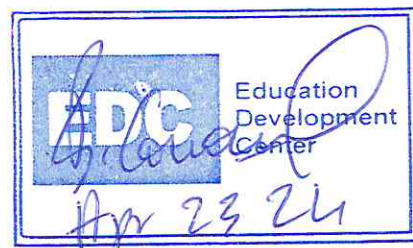
The candidate for the position of the MEL Officer Juba shall have at a minimum the following qualifications:

**Education:**

Bachelor's degree in education, science, social science, or other related fields, with 2-3 years of experience.

**Skills and Experience:**

- Experience in conducting and/or coordinating data collection. Experience with remote/virtual data collection through software like SurveyCTO, Kobo Collect or Qualtrics is a plus.
- Experience in managing datasets in Excel. Experience with statistical software packages like SPSS is a plus.
- Experience in using databases to store data. Experience using Microsoft applications like SQL or Power BI is a plus.
- Strong interpersonal skills and excellent oral and written communication skills in English required.
- Ability to establish contacts with local and national media (newspapers, television, radio, etc.).
- Experience working on USAID-funded projects preferred.
- Capacity to work effectively with teams.





- Strong time management and attention to detail.

## Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in local languages spoken in Juba highly preferred.

## Application Instructions:

**Job closing date: May 15<sup>th</sup>, 2024**

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/SouthSudanJobs) at: <https://go.edc.org/SouthSudanJobs>  
Or hand deliver applications, enclosed in an envelope, to the Security Desk of River Camp/AFEX addressed to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for: **MEL Officer Juba**.

Applications will be progressively reviewed as they are received. Applications submitted without a resume or CV will not be reviewed.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

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*EDC is an Affirmative Action/Equal Opportunity Employer committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.*

