

## Vacancy Announcement



**JOB TITLE:** M & E Officer  
**BAND/LEVEL/GRADE:** 8B  
**Department:** HEAL  
**LOCATION:** Rumbek Centre, Lake State  
**Overtime Eligible:** Exempt  
(per local law)

50-H-3  
Approved by  
mlps & HRD  
07/4/2020



**BACKGROUND:** IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, and Northern Bahr el Ghazal states. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

### Job overview:

Providing support to the implementation of Home Management of Malaria in lakes States in 5 counties to reduce malaria reported morbidity and deaths by 80% of 2013 level by 2020 and by 2020, reduce the malaria parasite prevalence by 50% of 2013 level. The grant targets to achieve 30% of the 2013 baseline by 2020

### SPECIFIC RESPONSIBILITIES:

The responsibilities of M&E Officer (Home Management of Malaria) will be to ensure smooth monitoring and evaluation of program implementation in day to day program activities as provided in the program work plans.

The M&E Officer will do so by following through on the following:

### Implementation:

The M&E Officer will:

- Ensure the data collection process, data entering activities and data reporting on monthly, quarterly and semi-routine data for the BHI program activities are conducted and updated into the District Health Information Software (DHIS2) database.
- Support the selection of volunteers to play a supervisory role for the BHWs in the selected Bomas.
- Ensure all selected volunteers are mapped by GPS and all volunteers receive activity based trainings on identification, diagnosis and treatment of malaria for children under 5 years old in the community.
- Ensure the availability of data collection tools to all BHWs, BHS and commodities stocks cards and the record (expiry dates, stock counts) are updated in stock and bin cards.
- Conduct regular data verification exercises (including data quality audit) on regular basis to ensure the quality of data collection, reporting and for improved monitoring & evaluation system.
- Participate in and contribute to M&E team activities, including assessments, development of monitoring tools as may be required.

- Conduct the continuous quality improvement activities, field level capacity building activities including training and coaching BHS and BHW focusing on data management and reporting.
- Update program indicator tracking reports and generate monthly and/or quarterly performance indicator analysis, including generating presentations and share with health team in the field for monthly and quarterly review meetings.
- Support the program team in any program related assessments and surveys as may be required.
- Work with BHI Officer to monitor and report on drugs consumption, and on inventory data management and reporting.
- Ensure a proper filing system is in place in softcopy and hardcopy for monthly and quarterly data reports, training records, program documentation and supplies, educational material and photographs.
- Attend and participate in conferences and other meetings as required or directed by direct supervisor or immediate supervisor.
- Participate in emergency response activities during disease outbreaks as may be required.
- Conduct any duty as may be assigned by his/her immediate supervisor.
- The M&E Officer will occasionally take on duties over and beyond those listed above.

#### Reporting

- ❖ Ensure the weekly, monthly and quarterly reporting on program activities as per reporting needs highlighted by the supervisor are prioritized and quality data are available in the DHIS2 system.

#### **Education Qualifications, Skills and Experience:**

Minimum Education: Degree in Statistics, Information Technology, Social Science, Public Health or any related health advanced diploma with M&E experiences will be considered.

#### **Skills and Experience:**

- At least 2-3 years' experience in monitoring of community-based programs/ or any community health programs.
- Ability and flexibility to understand the cultural and political environment and cooperate with local health representatives and other actors
- Experience with working other humanitarian agencies to encourage partnership so HP agenda is understood and opportunities for "joined up" working are created.
- Excellent communication skills, good spoken and written English
- Knowledge of computer use including basic computer packages is required.
- Knowledge of geographical mapping software eg. QGIS will be an advantage.
- Fluency in classic Arabic/Dinka language is preferred
- Able to work under difficult and stressful situation.

#### **Professional Standards**

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.



**Gender Equality:** IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

The position is for: **South Sudanese national with all the national documents.**

**How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Rumbek office Or the Juba IRC Head Office-Located in Goshen House 2<sup>nd</sup> floor -Human Resources or you can e-mail applications to [SS-HR@rescue.org](mailto:SS-HR@rescue.org) not later than **24<sup>rd</sup> April 2020**.

**NOTE:** Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION M & E Officer - Rumbek Center, Lake State**

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**

