



Watering the
Seeds of Change



Vacancy Announcement

Job Opening date: January 11th, 2023

Job Title: Monitoring & Evaluation Officer (1Position)

Duty Station: Wau Western Bahr el Ghazal State

Water for South Sudan Foundation (WFSSF) is seeking to employ a Monitoring and Evaluation Officer (M&E Officer) with excellent communication skills, both written and verbal.

The M&E officer will be responsible for designing and implementing M&E activities for WFSSF, monitoring the M&E activities, and assisting the WASH Manager in preparing Quarterly/Annual reports on M&E progress. The M&E Officer works in close collaboration with work closely with project teams, field teams, operations clusters, Government officials, private sector, non-government and civil society organizations.

M&E activities are often defined by external partners that are funding projects. The M&E officer will need to understand and meet the partner requirements. The M&E Officer will also serve the important function of helping to continuously improve our WFSSF Field activities, including new well installations, well rehabilitation, latrines, and other WASH projects. A critical step in continuous improvement is the assessment of our work and determination of where we need to improve as well as how well our previous improvement efforts have succeeded.

Hours: This is a full-time job (40 hours per week) which will require additional hours and working on weekends.

Accountability: Monitoring & Evaluation Officer Reports to the Program / WASH Manager.

Duties and responsibilities:

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the projects goals.
- Monitor and evaluate overall progress on achievement of results.
- Monitor the sustainability of the project's results.
- Provide feedback to the Project Managers and Field Manager on project strategies and activities.
- Report monthly, quarterly, and annual progress on all project activities.

- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project.
- Provide inputs, information and statistics for quarterly, annual and other reports.
- Assist personnel with M&E tools and in supporting them in their use.
- Perform other duties as assign by the WASH manager.
- Organize and conduct training on M&E for project and government staff.
- Prepare Issues Log and Risk Logs for projects
- Prepare and maintain M&E data base (mWater or other).
- Take a lead in the baseline, mid-term and end of term evaluations of programs in accordance with the LEAP framework.
- Conduct data quality checks in the field and ensure accuracy and completeness of survey questionnaires. This should involve, verifying and validating collected data to identify and resolve inconsistencies and inaccuracies in the field
- Document and track complaints from beneficiaries and monitor the availability and effectiveness of beneficiary complaint reporting mechanisms in line with the Humanitarian Accountability principles

Requirement Skills & Qualification:

- University Degree preferably in Monitoring and Evaluation, Project Planning and Management or related field.
- In-depth knowledge on MIS, M&E and development issues.
- In-depth knowledge on in Geographical Information System (GIS).
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Expertise in analysing data using statistical software (SPSS for Windows)
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Capacity of team work, ability to work in a Multi- cultural environment
- Good time management skill

How to Apply, Interested applicants are requested to send updated CV and a cover letter explaining your motivation and interest in the position, academic credentials and national ID to apadic.bol@waterforsouthsudan.org and CC joseph.longar@waterforsouthsudan.org or hand delivery to Water for South Sudan Head Office in Eastern Bank-Wau and reference “**M & E Officer**” in the subject line of the email. **Closing date: Friday January 24th, 2023 at 4: 00PM.** For direction please call WFSSF on this Number: 0925875000 or 0916989786. Application received after this will not be considered. Note, this is a national position and **ONLY South Sudanese national qualified are highly encouraged to apply. Please note that only shortlisted candidates will be contacted.**

J. Longar
11/1/2023


