



JOB PROFILE

Title	Monitoring & Evaluation Officer	Job Profile Reference	M&E.02
Line Manager	M&E Manager/Field Coordinator	Job Profile Review date	02/03/2021
Functional Manager	M&E Manager/Field Coordinator	Location	Duk or Twic East county, Jonglei state, South Sudan

JOB SUMMARY

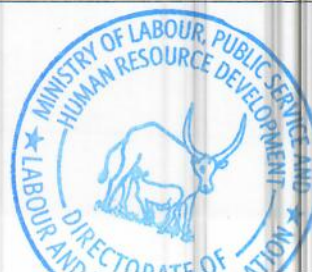
Under the overall guidance of the M&E Manager and Field Coordinator, the M&E Officer will be responsible for monitoring and ensuring high quality inputs of the project data in a timely manner. The M&E Officer will be responsible for contributing to the design and implementation of M&E activities for MdM projects in Bor South, assisting with data entry and analysis for project monthly and final reports. He/she will monitor the project activities on a regular basis. The M&E Officer will work closely with the Health and MHPSS Teams for quantitative and qualitative analysis of data.

Responsibilities

- Contribute to the development and strengthening of monitoring, analyzing, and evaluating procedures in accordance with the plans and directives of the Health Technicians and the Field Coordinator, according to donor reports and timelines;
- In collaboration with the M&E Manager, monitor all project activities and progress towards achieving the project output
- Monitor and evaluation overall progress on achievement of results
- Update monitoring tools and ensure Health and MHPSS Teams understand each tool and data collection method
- Support the Health and MHPSS Teams in instructing health facility staff on the use of tools and data collection in field visits
- Liaise with Partners on data collection and analysis for reports
- Provide inputs, information, and statistics for monthly, quarterly, interim, and final reports in respect to donor templates and deadlines
- In collaboration with the M&E Manager, prepare and maintain the database
- Provide feedback to the Health Technicians and Field Coordinator on M&E updates, challenges, and progress

Competencies

- Ability to classify and manage priorities; meet deadlines
- Organizational skills and rigor
- Excellent knowledge of monitoring and qualitative/quantitative data collection methodologies and analysis
- Excellent reporting skills (progress report / donor / report / authorities...)
- Excellent communication skills with sense of diplomacy
- Understanding and adherence to humanitarian principle
- Strong commitment to the organization and its values
- Strong ability to work well within a team and excellent leadership skills
- Ability to work in a challenging and rapidly changing environment





University degree, preferably in Public Health, Business Administration, Economics and/or Statistics.

- Excellent computer skills (Microsoft Office: Word, Excel, power point presentation etc.) with strong experience in Excel.
- Experience in designing tools and strategies for data collection.
- Previous work in emergency responses in similar contexts and experience with INGOs and international donors.

Linguistic Requirement:

- **Language requirements:** High level of spoken and written English. Arab and/or Dinka are desirable.

Experience:

The successful candidate must have at least two years professional experience in Monitoring & Evaluation with an international NGO.





AVAILABILITY

Incorporation date: immediately.

Availability for 3 months (extension possible).

HOW TO APPLY

All qualified candidates are invited to send their application consisting of **CV and motivation letter** before **15 March** to hr.ss@medicosdelmundo.org.

Please note:

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and / or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition.

Recruitment processes are open to all qualified candidates and MdM does not charge fees to applicants at any stage.

Approved by Labour Office
Borjenglei State

