



Approved



Catholic Medical Mission Board

Job advertisement: Monitoring & Evaluation Officer (M&E)-Nutrition

Position Title: Monitoring & Evaluation Officer (M&E)-Nutrition
Department: Program
Location: Yambio
Reports: Nutrition Project Manager
Duration: 8 months (Could be renewed subject to funding and performance)
Opening date: 26/April/2022
Closing Date: 9th /May 2022



About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS). CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB's international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program. Finally, CMMB supports the MOH in expansion of the Covid-19 vaccine coverage across four States in the Country, and has been particularly successful in increasing uptake, especially among hesitant groups.

Job Summary

The purpose of the M&E Officer position is to coordinate the collection, compilation, consolidation, and analysis of data to track programs/ projects activities, monitor progress and support impact measurement. S/he will also conduct development research, engage in reflective practice, and generate lessons from projects/program and prepare M&E plans for Nutrition (WFP/UNICEF) Program. S/he is responsible for establishing and ensuring better data management systems for the core program s/he assigned for and coordinates the proper and timely evaluation of project objectives/impact. S/he will supervise, coach, and mentor Nutrition Staffs (Nutrition Officers; SC Clinical Officers; SC Nurses and Nutrition Assistants and CNVs in data collection, tabulation, analysis, and presentation. S/he will ensure the



existence of accountability mechanisms and devise a strategy for program staff participation in M&E activities. The position holder will closely work with front line staff and volunteers. S/he also will work closely with the M&E unit on technical matters and reports to the M&E Coordinator and will have dotted line report to the Nutrition Project Manager.

Responsibilities and tasks

1. Program Design, Development, Quality, and Management

- Program/project design and learning
- Participate in program/ project design specially in developing log frames;
- Design, develop and continuously update project M&E, and impact measurement tools and systems on timely fashion;
- Take part in diagnostic studies, evaluations and surveys;
- Work closely with Strategic Information Manager to organize program review, reflective practice, evaluation, and progress monitoring events by involving communities and local partners.
- Organize panel monitoring and/or similar M&E events to ensure accountability to the target community, with relevant stakeholders including communities and ensure their dissemination to concerned parties;
- With support from the SI Manger and Nutrition Project manager, establish and maintain project level information management system.
- Design a strategy to collect field level information required by CMMB, donors and/or stakeholders.
- Ensure that learning from previous projects is incorporated into project design where applicable.
- Participate in donor visits during join supportive supervision in the fields and provide detail reports on the findings and thereafter draw response plan to address the gaps/loopholes identified.



Monitoring and evaluation

- Track progress against monitoring work plans.
- Coordinate the field level community participatory monitoring and evaluation, reflective practice, and impact measurement.
- Ensures the on-time execution of projects major monitoring and evaluation events including but not limited to baseline survey, mid-term evaluation, final evaluation, data quality audit and field supervision.
- Provide technical assistance to staff and partner organization on information management system specifically Nutrition Information System (NIS), proper data collection and record keeping.
- Provide consistent, supportive supervision to strengthen staff performance as necessary to meet monitoring objectives;

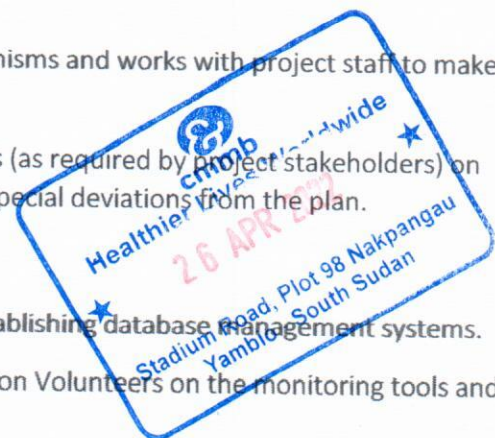
- Update M&E plan (program Toolkit) timely and provide feedback to program staff on status and quality of implementation.
- Assist with monthly and/or quarterly performance indicator analysis, including generation of reports as well as presentations for staff related to on-going performance;
- Conduct regular data verification exercises to ensure reporting and collection of quality data;
- Verify entered data for completeness, correctness, and consistency and follow up on any data quality issues;
- Document findings from data quality audits and store in project files to ensure collective and sustainable access;
- Actively participate in and contribute to M&E team activities, system assessments, development, and implementation of new systems and/or tools aimed at strengthening overall M&E practices in Nutrition Program.
- Closely work with staff to ensure they follow correct procedures and criteria during beneficiary registration.
- Take part in the recruitment of enumerators and survey consultants.
- Provide M&E inputs for reports written during project implementation.
- Periodically leads reflective practice via Focus Group discussions and document human interest Stories across the project sites and share the reports.

Information management and reporting

- Establish and maintain project information management system.
- Compile WFP weekly reports and share with his/her supervisor.
- Submit data set to update country office wide program database on monthly basis.
- Compile regular project monitoring report, including lessons learned, prepared by different projects and application of evaluation recommendations.
- Ensure all projects have downward/ forward accountability mechanisms and works with project staff to make sure its implementation.
- Compile quarter, biannual and annual tabular and narrative reports (as required by project stakeholders) on projects' accomplishments by cost and alert the management for special deviations from the plan.

Capacity building and supervision

- Assist partners in designing monitoring and reporting tools and establishing database management systems.
- Organize orientation for nutrition assistants and community Nutrition Volunteers on the monitoring tools and train them how to use data for decision making.
- Let the Nutrition staffs understand CMMB's Nutrition precepts, goals, and objectives in general.
- Coach, mentor and supervise facility staffs on M&E tools.
- Perform other duties assigned by the supervisor.



Key Working Relationships:

- Indirect Reporting: Strategic Information Manager
- Internal: Programs Director and M&E Officers.

Qualifications

- Bachelor's degree/Diploma Monitoring and Evaluation/Information Technology
- Excellent computer skills are required (particularly Advanced Microsoft Excel, Access, and Word; Emails, Nutrition Information System NIS/DHIS Preferred).
- The position is open to South Sudanese Nationals only.
- At least two-year experience working in monitoring and evaluation focus in Data management in Health and Nutrition (NIS/DHIS).
- Strong data collection, analysis, and report writing skills required.
- Ability to work independently, think analytically and take initiative in solving problems.
- Ability to communicate technical issues effectively.
- Familiarity with log frame analysis and M&E plan.
- Experience in conducting assessment;(KAP surveys)
- Desirable-having worked in Health and Nutrition Sectors
- Good verbal communication skills in local languages (Arabic) and working knowledge of English.
- Most importantly, commitment to CMMB values and principles.
- A strong team player with excellent interpersonal skills and the ability to work with groups of diverse backgrounds.

How to apply

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the 9th of May, 2022. If interested, please apply as soon as possible, as we will be evaluating applications as they come in. We encourage qualified female candidates to apply. For further information please reach out to the Human Resource Manager at Tel: +211 929490045.

