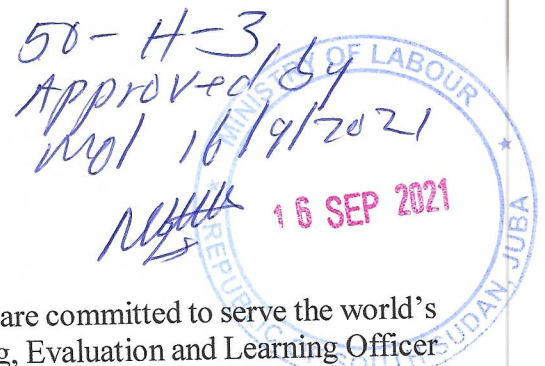


Monitoring, Evaluation and Learning Officer, Juba base.



Job Purpose: Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care, the Monitoring, Evaluation and Learning Officer works to ensure that monitoring, evaluation and learning systems are consistently integrated and implemented throughout Medair's programme activities. This involves: supporting programme teams to use M&E systems and making use of innovative technology, to collect, aggregate and analyse data, integrating beneficiary accountability plans and activities into medair's programmes; and playing a key role in ensuring that the reporting needs of key stakeholders are met.

Key Responsibilities

Monitoring, Evaluation and Learning

- Design and implement, in collaboration with field sector advisors and MEL manager, data collection such as needs assessments, Post Distribution Monitoring, SMART and KPC surveys using recognized methods of data collection (e.g. cluster sampling, LQAS)
- Train relevant programme's staff on M&E tools, data collection and analysis, and basic surveying and sampling techniques.
- Ensure the collection of good quality data in order to reflect the progress of programming by supervising enumerators teams, data clerks and translator teams.
- Coordinate implementation of M&E tools, including training and support for project managers and field teams, support data analysis and usage.
- Actively participating in the learning process with field sector advisors, project managers and field teams, support data analysis and usage.
- Actively participating in the learning process with the field sector advisors, project managers and field teams after results sharing, in particular presenting data, communicating and discussing the data (in verbal and monitoring activities within the project cycle).

Beneficiary Accountability

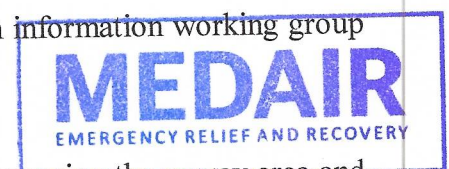
- Promote the principles and practices of beneficiary accountability to colleagues by providing support in beneficiary feedback and other good practices as required.

Communication

- Provide, in collaboration with the MEL manager and with input from field and HQ sector advisors, support for project managers, in projecting data, and compiling reports on progress towards indicators.
- Provide analysis of data in timely manner for internal monitoring and donor reporting, writing project reports as required.
- Provide, in collaboration with input from the project managers, field advisors and MEL manager, a comprehensive written report on survey results in a timely manner.
- Develop and maintain a transparent, honest and supportive communication structure with other team members as well as with other medair staff so as to uphold a spirit of unity and mutual respect.
- Attend and participate in relevant working groups such as nutrition information working group (NIWG) when necessary.

Quality Management

- Coordinate the technical aspects of field M&E operations such as mapping the survey area and update population data.
- Actively participate in designing questionnaires and assessments.
- Coordinate the logistics involved in survey related field work such as communicating with the project sides on their recruitment progress, booking a training venue and the pre-test in the field.
- Coordinate the work with the translator in regard to assure proper training conditions.



- Coordinate the logistics and deployment of temporary M&E teams in the field such as being responsible for the payment of the enumerators and other hired staff members for the field.
- Maintain robust records to provide a clear and transparent account of performance and take immediate action in areas of poor performance.

Delegated Responsibilities

- Collaborate with the project managers, field and HQ advisors during planning and preparation for Household survey (baseline, follow up/mid-term, end of project)
- Ensure smooth and timely flow of information from survey preparation, results sharing and report writing.
- Design enumerators training materials for implementing household and other survey as required
- Training project field team members on M&E and survey methodologies such as LQAS and Cluster sampling as part of staff capacity building.
- Train project field team members on how to approach interviewees in a cultural sensitivity way and on how to conduct interviews
- Analyse group dynamics among the enumerators, reviewing the completed questionnaires and ensuring data quality
- Oversee data entry process by designing data entry templates and supervise the work of the data clerks during data entry
- Analyse, represent data as well as communicate survey/assessment findings with responsible teams in a mutual and written way

Person Specifications

Essential

- University degree in international development, public health, statistics or a related field.
- Experience in monitoring and evaluation of humanitarian programs an advantage
- Post-qualification management experience in a relevant profession
- 1-2 years of experience managing a humanitarian MEAL system including supervising household surveys.
- Experience in data collection, analysis, interpretation of analysed data, report writing and communication.
- Ability to communicate monitoring and evaluation principles and to train others.
- Strong working knowledge of English (spoken and written)
- Computer literate with good working knowledge of Word, power point and Outlook
- Proficiency in using excel
- Ability to use ODK

Desirable

- Experience in project management
- Training in Monitoring and Evaluation
- Ability to speak, or willingness to learn, local language
- Proficiency in STATA, SPSS

Applications deadline: 5th October 2021

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org

