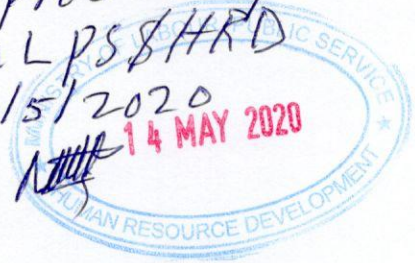




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Approved by
MLPSS/HRD
14/5/2020



JOB ADVERTISEMENT

Position: M & E Officer

Job Title	M & E Officer
Organizational Unit	Education
Line management	M & E Manager
Duty Station	Warap State
Starting date	14-May-2020
Closing Date	2-June -2020
Start date	ASAP

Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan since founded in 2002 by a group of concern men & women of Upper Nile State, to respond to dire social, economic, livelihoods, Health condition, experienced by the South Sudanese Citizen. UNKEA initially purpose was designed strategies and interventions to fight the deadly Kala-Azar disease which is highly prevented in Upper Nile States with time, UNKEA mandate has expanded to include other intervention such as provision of basic service, Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women; Economic development, Access to justice & Peace Building.

Under the supervision of the Monitoring and Evaluation Manager, the Monitoring and Evaluation (M&E) Officer is responsible for providing and managing effective monitoring and evaluation of the Education project within Warap State

Essential functions include, but are not limited to the following:

- Leading and managing all major M&E tasks related to the Education project that include strategizing and conceiving monitoring and evaluations, setting priorities, leading implementation and reviewing technical progress of M&E component.





- Implementing monitoring and evaluation process including data analysis and reporting.
- Ensuring proposed methodologies to measure the programs impact on access, retention, reading and learning outcomes, school safety, community engagement, gender, disability-inclusive, and conflict sensitive measures are consistent and systematically tracked and reported.
- Creating and updating a comprehensive M&E plan to ensure all requisite data is collected in a timely manner to report progress towards performance indicators. This includes routine (monthly/quarterly) appraisal of performance against targets, challenges to achievement as well as reasons for success.
- Creating a comprehensive data collection plan, including generation of forms, collection procedures, collection schedule and rapid appraisal of data (timely data monitoring).
- Routinely analyzing implementation data and proposing performance targets to project leadership as per indicator to ensure progress.
- Ensuring correct compilation of data and database management.
- Assist in the conducting of Early Grade Reading Assessments as needed.
- Assess effectiveness of teacher and learning facilitators training programs.
- Assist in capacity building and training partners at the State and school level on use of data collection tools and procedures.
- Analyze data and prepare reports, as required, for submission to Senior M&E Specialist.
- Assist in planning for distribution of materials and supplies to selected schools in the State.
- Effectively interacts with diverse staff, colleagues, and clients.
- Seeks and incorporates feedback.
- Coordinates quality assurance.
- Facilitates project teamwork and feedback exchanges.
- Supports innovation that benefits project activities.
- Seeks help and support as needed.
- Demonstrates initiative and willingness to learn.
- Supports staff in carrying out tasks.





QUALIFICATIONS

This position requires educational achievement; excellent writing skills; demonstrable initiative, creativity, and flexibility; ability to effectively work independently as well as in groups; strong interpersonal and organizational skills.

- Bachelor's Degree or equivalent with 2-3 years.
- Experience with monitoring program implementation.
- Experience using database management systems, preferably Access and MS Excel.
- Experience in data collection and data processing.
- Ability to balance work within a team environment while working with minimal supervision.
- Strong organizational, communication, computer, and interpersonal skills.
- Ability to work effectively with diverse stakeholders.

An ideal candidate will have:

- Experience in data collection, processing, and analysis.
- Statistical analysis skills.
- Ability to analyze and provide written synopses.
- Excellent verbal and written communication skills in English.
- Excellent organizational skills and attention to detail.
- Ability to handle multiple priorities.

HOW TO APPLY

If you are interested to apply for this position, please submit your CV along with your cover letter outlining how you meet this position. Submit your CV and copies of all relevant recommendations/documents **VIA ELECTRONIC IS ONLY ACCEPTED**

Please indicate the position you are applying for in the subject line i.e. "**Application for the position of "M & E Officer"**" or Via Email to unkeahrm@gmail.com or unkea.adm@gmail.com

Only shortlisted Candidates will be shortlisted for interview.

NOTE Due to urgency of the position we will be reviewing the application as they come and interview may be done before the closing date.

NB: This position is open for South Sudanese nationals only

