

Institute for Promotion of Civil Society



South Sudan

IPCS is a nongovernmental, nonprofit making and a non-political National organization founded in January 1999 by some south Sudanese community with help of Action AfrikaHilfe International (AAH-I). IPCS's geographical operational area covers the ten states of South Sudan and three Administrative areas, it aims at improved functioning Civil Society and livelihood in South Sudan. IPCS has built partnership with many International and National NGOs in South Sudan working to improve the capacity of sprouting Civil Society organization in South Sudan over the past 25 years. Among those INGOs we have Action Africa Help, Oxfam Novib, DFID, International HIV Alliance, UNHCR, UNICEF, NPA, EED, ICCO EC, C4C UNDP and IRC. This relationship has created a remarkable change in our society and the entire population of South Sudan

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JOB OPENING

INTRODUCTION

SUCCESS Project is a Consortium project of two partner Organizations in South Sudan. In this Consortium, Mercy corps is Principle recipient of the Grant while IPCS referred to as a Grant Sub-recipient Partner and at the same time an implementing Partner with Funding from the European Union for supporting Civil Society Empowerment in South Sudan.

Job Description

The Institute for Promotion of Civil Society (**IPCS**) Office in Juba invites applications from suitably qualified and interested candidates who fill they meet the eligibility criteria for the position of **Project Monitoring and Evaluation Officer**. The below is details of the job position.

DETAILS

ORGANIZATION:

POSITION:

DUTY STATION:

PROJECT:

PROJECT PERIOD:

DONOR:

Institute for Promotion of Civil Society (IPCS)

Project Monitoring and Evaluation Officer

Juba IPCS Office – Central Equatoria State

Support Civil Society Empowerment in South Sudan

SUCCESS Project (Consortium Intervention)

3 years

European Union



Job-Summary:

The M&E Officer shall be based in IPCS head office in Juba Reporting to the Project Manager of Success Consortium project, the Monitoring & Evaluation Officer will be responsible for monitoring and evaluation of entire Success project from both Central and Eastern Equatoria state. The job holder will also assist in the development and formulation of monitoring and evaluation framework tools and instruments for the project and maybe also consulted assess activities of IPCS as an organization and shall also be responsible for progress report production and advise and the consortium on the identified gaps that calls for attention.

Key Responsibilities:

Administrative Specific Duties:

- Undertake effective monitoring and evaluation of the Agency programs in order to assess performance and propose intervention measures
- Give strategic direction to the organization and project for best practice and where possible review policies in line with IPCS strategic focus
- Regular field visit together with the Head of Program or project manager to check progress of the project and where gaps identified design a possible solution to address the gaps
- Develop monitoring and evaluation tools and systems in order to facilitate implementation of appropriate interventions
- Develop and review monitoring and evaluation policies in order to set an operational framework
- Undertake development and implementation of quality improvement interventions in order to enhance delivery of business and intellectual property programs
- Conduct mid-term and annual performance review and evaluation of the Strategic Plan in order to facilitate implementation of appropriate interventions and ascertain the achievement of set goals
- Coordinate the Agency annual work plan review in order to assess progress of program implementation
- Assist in producing and disseminating M&E reports on the progress of programs or strategy implementation
- Assist in conducting M&E surveys, assessments, and other baseline

Qualifications:

- Bachelor's degree or Diploma in Economics, Business Administration, M&E or related field
- Experience in designing tools and strategies for data collection, analysis and production of reports
- Proven ICT skills in database software
- Expertise in analyzing data using statistical software
- Strong training & facilitation skills
- Ability to multitask
- Minimum of three (3) years relevant work experience at middle management
- Membership of a relevant professional board is a must

Key Attributes:

- Ability to write analytical and technical reports
- Ability to communicate effectively in English



- Good organizational and planning skills with the ability to multi-task.
- Good analytical skills
- Client service orientation and relationship building capabilities.
- Ability to work under pressure.
- Ability to self-motivate and motivate a team

How to apply

Interested applicants should send their applications with a copy of CV and Covering letter, canned copies of their academic transcripts and certificates with full details including telephone numbers and emails submitted to the attached or submit hard copies to IPCS Office at AIC Church Merkolong Hai Tarawa Juba Central Equatoria State South Sudan.

Email: hr.recruitment.ipcs@gmail.com

For more information contact:

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Closing date is **23rd July, 2025**.

Female candidates are highly encouraged to apply.

Only short listed candidates will be contacted.

