

Call for Applications **YSAT/JB/CFA2022/005**

Job Title: M&E Officer
Duty Station: Juba Base
Reports to: Program Manager
Position Open Date: 14th /Oct/2022
Closing Date: 2 / NOV 2022
Expected Start Date: As Soon As Possible
Contract Duration: 3 Months (possible extension)



Youth Social Advocacy Team (**YSAT-South Sudan**) is a National Youth-led Humanitarian and Development Non-Governmental Organization that works with grassroot communities to address increasing violent conflicts, Food Security and Livelihood Needs and provide access to alternative learning opportunities for Communities affected by Crisis in South Sudan and Uganda. **YSAT** currently runs three programs in Uganda and South Sudan: Education in Emergencies, Food Security and Livelihoods, Peace Building

YSAT South Sudan with funding from **USAID**, and Dan Church Aid (DCA) implements an Integrated Youth Empowerment and Peace Building Project of "*Building Resilience and Social Cohesion through Youth Engagement in Entrepreneurship, Peacebuilding and Innovation in Magwi, Duk County and Pibor GPAA*" and wishes to recruit a highly competent, proactive, and self-driven individual for the position of **M&E Officer – Juba Office**

The contract for this position is fixed term/definite contract with possibility of extension based on funding availability, project extension and satisfactory staff performance.

Purpose of the position:

Under overall supervision of the YSAT Executive Director and direct supervision by Program Manager, The M&E Officer will provide technical guidance and management of MEAL activities in Juba and Field Offices. This will include data collection, analysis and reporting for all BRIDGE and Youth Empowerment and Entrepreneurship project activities. S/he will oversee data collection using M&E tools for program activity results tracking reporting and adaptive learning including additional MEAL tools to conduct formative research, baseline and needs assessments, data quality assessments. The MEAL Officer is expected to travel to Duk, Pibor and Magwi Project sites in coordination with Project leads to ensure MEAL procedures and standards are mainstreamed in our operations throughout the Project periods. S/he will work closely with Field coordinator, Project Officers, and Program Manager

Duties and Responsibilities

Program Design

- Support the development of South Sudan Country strategy with data, MEAL Plans
- Lead the development of Theory of Change/Logical Framework for Country programs with clear indicators to ensure smooth monitoring and evaluation.
- Participate in development of program and project proposals taking lead in MEAL Plan designs, performance monitoring plans and MEAL sector requirements

Program and Project Monitoring



- Ability to participate and engage with policy makers at National level
- Prior experience in managing multiple teams simultaneously for effective coordination

Personal Competencies

- **Communication:** Ability to share relevant information, feedback on changing priorities and procedures, give constructive criticisms, speaks clearly, writes effectively to persuade any situation, listens to others with interest to help with ideas; and demonstrate an ability to build relationships within and outside the organization based on trust and professionalism.
- **Ability to Multi-task:** the ability to demonstrate interest in improving relevant skills, planning, and organizing, setting clear achievable goals with project priorities, handle multiple tasks and assignments; prioritizing more important tasks and maintain a good sight on others, timely reporting of any barrier to tasks completion Immediately
- **Teamwork:** works collaboratively with others, delegate tasks and responsibilities, actively make team decisions in the organization to achieve project tasks that contribute to organization's Vision, Mission, values and goals.

Work Relationship

Internal (within YSAT Office)	External (Outside Office)
<ul style="list-style-type: none"> • Project Team 	Organization Suppliers
<ul style="list-style-type: none"> • YSAT Magwi, Duk, Pibor Team 	Our Partners (DCA, USAID, MIT Diab, TRP)
<ul style="list-style-type: none"> • Supervisors • YSAT Management 	Other stakeholders at Field Levels (RRC, Local Administration)

APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office here via: recruitment@youthsat.org copying youthsat2017@gmail.com

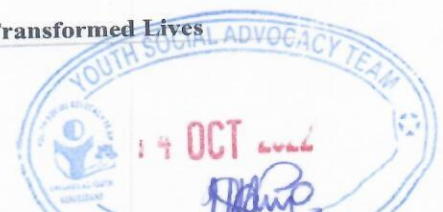
Hard copy applications and CVs/Resume can also be delivered to **YSAT Juba Office** in Tongpiny Near Turkish Embassy from **Monday -Thursday from 9AM -2PM**

Deadline for receiving applications Monday 24th Day of Oct 2022 at 4:00 PM CAT

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **South Sudanese** and Foreign Nationals and preferably those with experience working in South Sudan context.

Qualified female candidates are **STRONGLY** encouraged to apply. **High Priority!**

YSAT is committed to **Zero Tolerance** for **Fraud & Sexual Exploitation and Abuse (SEA)** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org



- Work with MEAL Advisor and Program team to develop appropriate data collection tools for M&E plans
- Conduct spot-checking data in the project locations and cross-checking data from multiple source documents for data quality assurance
- Organize, manage, and ensure all program data in hard and soft copies safely
- Review project Log frames (targets, milestones), MEAL approaches and develop joint monitoring tools for all Project
- Conduct regular program data entry into databases accurately and in timely manner to ensure that data storage systems are secured

Program and Project Evaluation

- Facilitate external evaluations by working with Program team in reviewing terms of reference (TOR), competitive selection of consultancy firms, inception meeting, provide background documents to consultants, support field visits.
- Lead the review of evaluation reports and organize debriefings to share findings and recommendations for learning.
- Organize joint monitoring and evaluation visits to Duk, Magwi and Pibor with Partners, management teams and Donors whenever requested

Learning

- Organize learning activities to enable program team identify way of adapting, tracking, and reviewing previously agreed actions for corrective actions
- Organize Midterm reviews, end of project review meetings with different project leads, donors, and stakeholders to support the identification, analysis and learning from all YSAT Projects and activities
- Publicize MEAL reports (New letters, quarterly reviews) and data from YSAT programs for public to learn from our achievements, challenges, and next steps

Desired Qualifications/Skills/Experiences

- University degree in social sciences, Community studies, social works, Project Management & Development
- At least 2 years' work experience in NGO sector, M&E Department with Data Management experience
- Experience in conducting Surveys, evaluations including Post Distribution Monitoring, data management and analysis skills using STATA, Excel, or any other software
- Proven experience in quality reporting, analysis and able to deliver under tight schedules
- Excellent knowledge in Microsoft Office
- Experience in supporting the development of Complaints and feedback mechanisms including standard Operating Procedures and accountability framework
- Extensive knowledge of local language (Arabic), official language (English)
- Experience in quality proposal writing
- Excellent interpersonal and organizational skills

Please note:

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. ***Due to the urgency in filling the position, applications may be reviewed and processed before the deadline***
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

Humanitarian Services are Free!

