



WOMEN FOR CHANGE



## JOB DESCRIPTION

<b>Job Title</b>	Monitoring and Evaluation Officer (M&E Officer)
<b>Location</b>	Juba South Sudan
<b>Reports to</b>	ED
<b>Organisation</b>	Women For Change (WFC)
<b>Budget Responsibilities</b>	N/A

## INTRODUCTION

Woman for Change (WFC) is a national non-governmental organization (NNGO) formed by a group of South Sudanese women professionals, from varied educational background and experiences. The Organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 1725 under chapter 3, section 10 of the 2016 South Sudan NGO Act. We have been active in South Sudan since 2018 and are committed to the wellbeing and economic stability of widows, school dropouts and mitigating risks related to children's rights caused by intentional and unintentional actions. To date, we continue to offer financial support for widows and youths mainly school dropouts, together with provision of training within South Sudan. WFC targets assistance to obtain durable solutions, addressing beneficiaries' food security, livelihood and education through entrepreneurial embedded skills.

## JOB PURPOSE

The Monitoring and Evaluation Officer (M&E Officer) will be providing support in monitoring and evaluating ongoing projects of Women for Change. The incumbent will be responsible for overall M&E and learning needs of the project and will come up with findings based on real data to show performance of the projects. The incumbent will also help WFC in strengthening its M&E functions based on WFC experiences from the project. M&E of the projects will do an assessment as well as support function hence the implementing partners and WFC programme teams will get support through M&E findings in enhancing flow of information and its management. The incumbent will play role in promoting of key learnings for the improvement of the project and for wider leaning of the organisation.

## MAIN DUTIES AND RESPONSIBILITIES

- To collect data on ongoing projects of Women for Change and ensure quality of the data by random verifications and validations
- To record, manage and preserve monitored and evaluated data in a safe and accessible way
- To analyse and discuss findings based on regular monitoring data





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- Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners.
- Ensure that implementation of field activities adheres to Women for Change's monitoring and evaluation system
- Support partners in conducting baseline surveys
- Participate actively in programme planning process and budgeting of the programme quality and fundraising unit
- Support Programme team in developing the annual and monthly organisational reports.
- Support programme team in dealing with any other tasks as may be required

### SPECIFIC RESPONSIBILITIES

#### 1. Monitoring

- 1.1 Develop project monitoring plan (PMP) in consultation with the programme team and partners
- 1.2 Coordinate with Implementing Partners (IPs) for collecting data against agreed indicators
- 1.3 Collect and manage essential data of respective projects and ensure quality and safety of data collected
- 1.4 Provide feedback to programme team and partners on projects' performance based on monitoring data findings
- 1.5 Assist Program Manager (PM) in building capacity of Women for Change and IPs on Planning, Monitoring and Evaluation Methods (PM&E)

#### 2. Evaluation

- 2.1 Assist program Manager (PM) in designing, coordinating and conducting project evaluations (mid-term and end-line)
- 2.2 Assist program Manager (PM) in designing and conducting Post Implementation Monitoring Survey (PIMS) and in conducting Programme Data Review
- 2.3 Support partners in designing and disseminating research studies by providing relevant input

#### 3. Reporting and Documentation

- 3.1 Assist Program Manager (PM) in developing weekly, monthly and annual reports
- 3.2 Develop and share field visit reports with Programme Team
- 3.3 Upload key reports to The Source (internet) help in updating Women for Change Social Media platforms

#### 4. Planning

- 4.1 Assist programme team during in activity and budget process to develop a good quality MPB for the country programme (CP)





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- 4.2 Assist Manager and Programme Team in reviewing project plans during budget development process
- 4.3 Ensure quality of data/ statistics in project plans are kept safely

### 5. Learning and Sharing

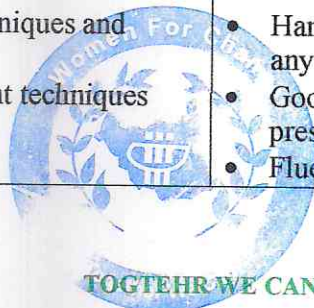
- 5.1 Share learning from M&E process with the programme team
- 5.2 Support partners in improving learning and sharing mechanisms in their projects
- 5.3 Promote culture of two way learning in the organisational setting

### 6. Contribution to Effectiveness of the Programme

- 6.1 Work collaboratively with different programmes for strengthening integration and cross-learning in programmes to promote efficiency and effectiveness work
- 6.2 Proactively volunteer for various team activities
- 6.3 Show an eagerness to take on any other tasks assigned by the line supervisor

### PERSON SPECIFICATION

Essential	Desirable
<p><b>Professional Qualification</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Development Studies, Public and Business Administration, Social work and any other relevant discipline</li> <li>• Knowledge and understanding of project monitoring and evaluation</li> <li>• Understanding of the current M&amp;E trends and especially M&amp;E systems in development organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of WASH issues, challenges and opportunities</li> <li>• Knowledge of SPSS software</li> <li>• Knowledge of participatory research methods, participation action and learning</li> <li>• Knowledge of contextual diversity of South Sudan</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years' experience in monitoring and evaluation with an international or Indigenous organisation or from any institution</li> <li>• Experience in monitoring and evaluating WASH projects</li> <li>• Experience of field data collection instruments and procedures especially on qualitative and quantitative research</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of conducting research</li> <li>• Experience of organising lesson-learning sessions after research</li> <li>• Good facilitation skills</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Monitoring and evaluation techniques and processes</li> <li>• Data collection and management techniques</li> <li>• Analytical and research skills</li> <li>• Good report writing in English</li> </ul>	<ul style="list-style-type: none"> <li>• Handling data through SPSS and any other research software</li> <li>• Good communication and Data presentation skills</li> <li>• Fluency in Juba Arabic and other</li> </ul>





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<ul style="list-style-type: none"><li>• Good interpersonal skills</li><li>• Excellent computer knowledge with command on MS Excel among other packages of MS Office</li></ul>	local languages will be an added advantage
<b>Others</b> <ul style="list-style-type: none"><li>• Time management and ability to prioritise multiple tasks</li><li>• Self-motivated person able to work without close supervision</li><li>• Able to work effectively in a diverse team environment</li><li>• Travelling to far flung areas independently for M&amp;E activities</li><li>• Willingness to effectively promote Women For Change mission values, and objectives</li></ul>	<ul style="list-style-type: none"><li>• Understanding of Women for Change' value system</li><li>• Understanding of Women for Change work particularly in South Sudan</li><li>• Knowledge of Women for Change' working areas in South Sudan</li><li>• Willing to work additional hours at important times</li></ul>

**Women for Change is an equal employer qualified Men and Women are encouraged to apply. This position is open to only South Sudanese Nationals.**

### How to Apply

Interested candidates should send their applications to [womenforchange10@gmail.com](mailto:womenforchange10@gmail.com) and copy to [tazitaanna@gmail.com](mailto:tazitaanna@gmail.com) or hand delivery to Women For Change Head Office in Hi Referendum near Pita Nursery and Primary School **NOT LATER THAN 14<sup>TH</sup> FEBRUARY 2020 BY 4:30PM**. For direction call 0924429339, 0911089679.

