



SB-H-3
Approved by *[Signature]*
MOL/RS/TJ
[Signature]
19/08/2022

JOB OPPORTUNITIES FOR EXTERNAL ONLY

Position Title: M &E Officer

Report to: Technical Manager

Post (1)

Duty station Leer in Unity State

Contract Duration Six Months renewable subject to availability of funds and acceptable performance.

Background

Mobile Humanitarian Agency is a nonprofit-non-governmental National Organization founded in 2017 and legally registered under Chapter 3, section 10 of the NGOs Act 2016. MHA's primary purpose is to safeguard the rights and well-being of conflict-affected communities through provisions of live-saving emergency assistance to the conflict & natural disaster affected population, protection monitoring in the hard-to-reach areas, and ensuring people in need have free and unimpeded access to humanitarian assistance. Our approach was drawn on vast experience in working with existing community-based structures, and we develop practical and tangible actions that reduce people's vulnerability to violence and abuse, and we help them cope with its impact when it occurs.

Our field protection work has been building the activities, and projects specifically to improve the safety of civilians through safe programming, which ensures our humanitarian activities do not inadvertently create a greater risk to those we are trying to help.

MHA has a static presence in Leer, and Mayiandit counties in Unity State, and in Pigi/Canal in Jonglei State, and we have a dedicated Mobile Protection team covering blink-spot and hard-to-reach locations with a limited presence of humanitarian partners.

Scope of your work

MHA is looking for a skilled M&E Officer who will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. He/she will also provide technical assistance to the project staff, particularly in relation to monitoring, and reporting. The M&E Officer will be assisting in the designing and implementation of the M&E activities, assisting the Technical Manager in preparing quarterly/annual reports on project progress, and will monitor different project activities on a regular basis.



developing and maintaining the MIS of the projects and will be responsible for the collection and analysis of different data in relation to the different project activities.

Job Responsibilities

1. The Monitoring and Evaluation Officer will have the following duties and responsibilities;
2. Support the M&E Manager in executing the MHA M&E strategy.
3. Support in the effective design, coordination, and delivery of M&E for all MHA projects.
4. Contributing to the development and utilization of monitoring tools, including pre and post-training tests, surveys, discussion guides, etc, and ensuring that the data tools are properly used.
5. Support in organizing data collection and analysis for beneficiary and community selection.
6. Scripting of survey questionnaires using industry-specific software e.g. xls form
7. Support in facilitating and monitoring research activities (e.g. key informant/in-depth interviews, focus group sessions, quantitative surveys).
8. Support in the analysis of qualitative and quantitative data, interpretation and communication of learnings to relevant/key Project and Management teams, to aid strategic thinking and decision making.
9. Support Project Technical Manager in preparation of data for monthly, quarterly and annual reports.
10. Train and manage enumerators and other temporary M&E workers on the use of monitoring and evaluation tools and ensure proper implementation.
11. Fluency in English, Arabic, and at least local languages in project sites
12. Ensure the accurate and timely collection of program data from the field.
13. Undertake the supervision and ensure quality control/assurance of M&E fieldwork.
14. Support in the design of research sampling, research instruments (e.g. discussion guides and questionnaires), and design of presentation charts.
15. Undertake administrative duties to include documentation, pre-field work logistic planning, and resource acquisition. As well as findings from data quality audit and stored in project files to ensure collective and sustainable access.
16. Establish and maintain a project monitoring database system.
17. Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.
18. Respect for cultural identity, rules, and policies.
19. Travel regularly to support programs team to conduct site monitoring activities in respective implementation sites.
20. Perform other duties as assigned by the supervisor to enable and develop MHA programs.

Education and Experience

A Bachelor's Degree in Social Sciences, Statistics, or related field and a minimum of 3 years of directly relevant experience in monitoring and evaluation, preferably in a USAID-assisted project is required.



Personal Skills

Good relationship management skills. Ability to relate to people at all levels internally and externally with a strong client-service focus.

Strong communication skills with the ability to communicate effectively

Able to maintain confidential information.

Proactive, resourceful, solutions-oriented, and results-oriented.

Basic understanding of business analysis concepts and best practices.

Minimum Requirements:

Experience working in the field/emergency context will be an added advantage

Outstanding and effective oral communication and writing skills.

Extensive or reach experience with monitoring program implementation using qualitative and quantitative approaches.

Experience using qualitative and statistical data analysis packages and database management systems.

Experience in developing and coordinating data collection, processing, and analysis systems.

Demonstrated capacity to work effectively with teams.

Proven capacity to facilitate coordination among a diverse range of staff and stakeholders.

Excellent people skills at all levels, cultural sensitivity, ability to work well under pressure, negotiate diplomatically, and the ability to work well in a multicultural and multidisciplinary work environment.

Willingness to work and travel in all project areas.

Flexibility and ability to work under pressure and meet deadlines in changing situations

Disclaimer Clause:

This job description is not an exhaustive list of skills, efforts, duties, and responsibilities associated with the position. **MHA recruitment and selection procedures reflect our commitment to protecting PSNs and the vulnerable from abuse and exploitation.**

“I understand that MHA takes all allegations of abuse and exploitation seriously. Abuse or exploitation of Beneficiaries and children or vulnerable persons is grounds for immediate dismissal.”

Interested candidates should send their cover letters, CV with three references names, and contact information to mobilehumanitarianagency@gmail.com by **September 12th, 2022**, or hand delivery to MHA Office along Juba Nabari/kololo Road near GOAL head office in Tonpiny residential area, addressed to Admin & Finance Officer.

Only selected candidates that meet the requirements will be notified.

NB, Due to urgent need to fill in this position, MHA shall review the applications before the deadline!!!

