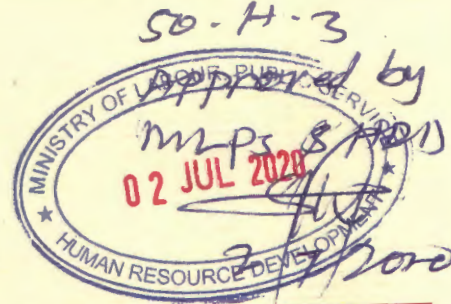




**HELP RESTORE YOUTH**  
For revived community capabilities



## JOB RE-ADVERTISEMENT

### Monitoring, Evaluation, Accountability and Learning Officer

#### HeRY's Background

Help Restore Youth (HeRY) is a national NGO that was established in 2010 to address the needs of the marginalized and vulnerable communities in the South Sudan. The current mission of Help Restore Youth is to empower, support and protect rural poor communities, marginalized and vulnerable groups through community led and sustainable Food security and Livelihood, WASH, Education, Primary Health Care and HIV/AIDS, Human Rights and Advocacy, Democracy and Good Governance programs and interventions. HeRY operates in the Greater Bahr el Ghazal, and Central Equatoria States. HeRY plans to extend its activities to other states soon in the future. HeRY has its headquarters in Juba and Field offices in Kuajok-Gogrial West County Warrap State, and Aweil Town-Aweil Center in Northern Bahrel-Ghazal.

Over the past 3 years HeRY has undertaken several strides to improve its organisational capacity to fulfil its mission and strategic objectives. This year HeRY planned to further strengthen its organisational capacity to effectively deliver quality services to its targeted constituencies by strengthening its monitoring and evaluation department. It is against this background, we invite applications for the position of **Monitoring, Evaluation, Accountability and Learning Officer**.

JOB DESCRIPTION	
Job Title	Monitoring, Evaluation, Accountability & Learning (MEAL) Officer
Work Location	Aweil Field Office with frequent travels to Greater Bahr el Ghazal programme areas
Department	Programmes
Reports to	Area Program Manager, Greater Bahr el Ghazal
Relationship	<i>Internal.</i>



**B. Key Result Areas and Tasks**

Key Result Areas	Key Tasks
a) MEAL System Development and Strengthening	<ol style="list-style-type: none"> <li>1) Develop and implement a robust monitoring and evaluation system that will ensure tracking of HeRY programmes/projects at input, activity, output, outcome, and impact levels.</li> <li>2) Support the programmes team in designing and developing logical frameworks and a results-based monitoring system.</li> <li>3) Develop or adopt and maintain an appropriate information system/integrated database of all HeRY projects/programmes and ensure availability of data to feed into the organisation dashboards and monitoring systems as well as the external reporting requirements.</li> <li>4) Develop M&amp;E plans for all projects and proposals and ensure there are followed up during implementation.</li> <li>5) Prepare an integrated workplan of all monitoring and evaluation activities and detailed budget.</li> </ol>
b) Monitoring	<ol style="list-style-type: none"> <li>1) Responsible for day to day data collection of project indicators through, and with project holders or implementers to measure achievement against the performance indicators.</li> <li>2) Ensure quality of the data by random verifications and validations including verifying submitted evidence against reported progress for reliability, relevance, and accuracy.</li> <li>3) Record, manage and preserve monitoring and evaluation data in a safe and accessible way.</li> <li>4) Carry out data quality assessments/audit regularly for MEAL data based on agreed indicators to guide decision making.</li> <li>5) Provide alert to the respective programme/project managers and officers on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.</li> </ol>
c) Assessments, Surveys and Evaluation	<ol style="list-style-type: none"> <li>1) In collaboration with the Area Program Manager ensure that new and ongoing projects adhere to accountability requirements by initiating baseline surveys for new projects/programmes and conducting relevant evaluations for ongoing projects.</li> <li>2) Coordinate all organisation assessments, evaluations and performance evaluation tasks including planning and reporting on the same.</li> <li>3) Coordinate the review of all survey reports prepared to ensure quality and accurate reporting.</li> <li>4) Timely plan and initiate all pre and post intervention assessments, KAP surveys, After Action Reviews, Post Distribution Monitoring, Post Planning Planting Assessment, Post-Harvest Assessment, and Real Time Evaluation of emergency programmes.</li> <li>5) Support in facilitating any external supervision and evaluation missions and monitor the follow up of evaluation recommendations.</li> </ol>
d) Reporting	<ol style="list-style-type: none"> <li>1) Manage and coordinate reporting instruments and tools on monitoring and evaluation.</li> <li>2) Ensure all reporting requirements are met in a timely manner, both internal and external, by the concerned programme staff through tracking completion of weekly, monthly, quarterly, mid-year, and annual reports, as required.</li> <li>3) Review activity reports from project officers and ensure they have evidence to back up and provide feedback to the respective active holders or staff. Analyse reports against planned targets.</li> </ol>

	<ol style="list-style-type: none"> <li>4) Make follow-up with project officers on outstanding and, or insufficient evidence for reported progress.</li> <li>5) Produce reports on M&amp;E findings and prepare presentations based on M&amp;E data as required.</li> <li>6) Ensure that cross cutting issues such as participation, protection, conflict sensitivity, environment, HIV/AIDS, gender, age, and disability are effectively addressed or mainstreamed in all project implementations as part of ensuring accountability according to the prevailing accountability to affected populations framework.</li> <li>7) Support the Area Program Manager in writing weekly, monthly, and quarterly program reports.</li> <li>8) Develop quarterly dashboards to provide feedback to management.</li> <li>9) Upload key reports to the relevant folders, portals and stakeholder web-based information management systems.</li> </ol>
<p>e) <b>Learning, and Capacity Building</b></p>	<ol style="list-style-type: none"> <li>1) Identify lessons learned and develop case studies to capture qualitative outputs of the projects.</li> <li>2) Ensure that HeRY offices at all levels learn from all final evaluations of completed projects for decision-making and improvement of project designs.</li> <li>3) Based on the M&amp;E findings share learning and provide constructive comments to colleagues in order to ensure programme quality.</li> <li>4) Develop relevant training modules and train staff on M&amp;E and in project-specific tools and systems to track and document progress against outcomes, results, and outputs.</li> <li>5) In collaboration with the Area Program Manager organise or provide refresher training in M&amp;E for project staff and other primary stakeholders with a view of developing local M&amp;E capacity.</li> <li>6) Keep abreast of new approaches and tools on M&amp;E, and provide training to HeRY staff on a quarterly basis.</li> <li>7) Build capacity of staff through training to ensure adopting of new data monitoring tools and quality of data collected.</li> <li>8) Guide project staff in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes activity, weekly, monthly, quarterly, annual project, inception, and ad hoc technical reports.</li> <li>9) Support staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports. Assist in ensuring that key performance areas (KPAs) are understood by all project staff and are achieved.</li> <li>10) Regularly collect data on and analyse the complaints reporting and feedback mechanism accountability data to the Aweil Field team to facilitate quality improvement.</li> </ol>
<p><b>C. Essential Skills, Knowledge, and Abilities</b></p>	
<p>a) <b>Minimum and Preferred Educational Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in statistics, business administration, management, economics, demography, population studies.</li> <li>• A relevant postgraduate qualification in monitoring and evaluation or project management is a must.</li> </ul>	
<p>b) <b>Desired Experience and Skills:</b></p> <ul style="list-style-type: none"> <li>• At least 2 years' direct experience in monitoring and evaluation and delivering projects and programs for vulnerable people or communities</li> <li>• Demonstrated ability and knowledge in the design and use of monitoring and evaluation principles and methodologies including questionnaire design, survey techniques, and participatory approaches.</li> </ul>	

- At least 2 years' direct experience in monitoring and evaluation and delivering projects and programs for vulnerable people or communities
- Demonstrated ability and knowledge in the design and use of monitoring and evaluation principles and methodologies including questionnaire design, survey techniques, and participatory approaches.
- Demonstrated experience in data processing and management of surveys and use of statistical packages or data analysis software such as SPSS, Epi Info, Epidata, and Excel.
- Knowledge of document management, tracking and retrieving of information
- Knowledge of logical frameworks and participatory results-based planning, monitoring and evaluation
- Experience in designing (or adapting) and managing beneficiary monitoring and database systems.
- Excellent communication skills in English (oral and written) with the capacity to collaborate with relevant stakeholders to provide relevant information for ongoing monitoring and evaluation of project activities, effects and impacts
- Must have good analytical and problem-solving skills
- Demonstrated ability to train and build capacity of others.
- Ability to communicate fluently in Arabic and Luo or Dinka

**c) Other Skills and Capabilities:**

- High standards of personal integrity, honesty and discretion
- Results oriented whilst managing through process and systems
- Pays attention to Detail
- Planning and Organizing
- Reliable and Dependable

**D. Working Conditions**

Work is performed both indoors and outdoors. The position involves working in both a standard office environment and in an insecure field environment. Frequent travels to distant rural communities and occasional travel to Juba City. May require working extra hours after normal working hours, in order to complete tasks necessary for completion of certain tasks, and for ongoing and new projects. May be required to walk long distances in the field.

**Application Procedure:**

If you meet the above listed, hand deliver your application to HeRY Juba Offices located off Kololo Road –Opposite Catholic University College of South Sudan. Also, as a **MUST**, email your cover letter, CV and supporting documents to: [keatspaul@gmail.com](mailto:keatspaul@gmail.com)

Address your application to: The Executive Director, Help Restore Youth, Juba

**Closing Date of Receipt of Applications: , Tuesday 21, July 2020**

**Salary is commensurate with proven ability, experience and relevant training. Ladies are particularly encouraged to apply for this position.**

