

VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its project in Yei, Tdh is encouraging applications from South Sudanese nationals only.

Monitoring & Evaluation Officer .

Duty station: Yei (This position will be shared with other Tdh bases if required)

Contract duration: 7 months

Line Manager: Education PM.

Starting: ASAP



Purpose of the Position:

Under the overall guidance and supervision of the field coordinator and with technical guidance of MEAL department at HQ level the M&E Officer will be responsible for the monitoring Yei based education projects indicators. The M&E officer will be responsible for designing and implementing the M&E activities of the projects; assisting the field manager in preparing monthly/Annual performance reports on project progress and will monitor the project activities on a regular basis. He will be responsible for the collection & analysis of different data in relation to the project result and indicators. The supervisor Monitoring & Evaluation Officer will work in close collaboration with project teams to ensure good data management and accuracy of the data to ensure Tdh accountability matrix in all level of sharing information.

Main responsibilities :

Objective 1: Establish, and lead MEAL setup for the projects

- Develop a MEAL plan and review on going MEAL system to reflect functional set up of MEAL in Yei base.
- Provide technical input in the development of program monitoring and reporting plans
- Improve capacity of project field staff in quantitative and qualitative data collection through training and informal coaching and feedback i.e. KOBO tool box.
- Provide support to the review and development of MEAL systems and tools, in collaboration with your line management and technical staffs.
- Lead Feedback mechanism process by collecting the appropriate documents and draft reports .

Objective 2: Ensure proper and timely implementation of MEAL activities

- Support the inclusion of MEAL activities in new project proposals .
- Support the establishment and monitoring of accountability and complaint response mechanism for the education projects.
- Lead and supervise the survey, assessment team as per the programs need i.e. Base line, PDM, Expansions, Project evaluation.
- Collect data on a weekly basis upon demand of Project manager , enter and analyse the datas for the distinctive M&E tools such as baseline, endline, PDM, monthly report and final report.

Objective 3: Support program monitoring and reporting

- Provide trainings to program teams on program activity monitoring and reporting
- Prepare and maintain data base for each project specific to the data needs, analyses and share to the program managers
- Support programs in defining sampling and assessment methodologies
- Support programs teams in follow up of the project indicators
- Support program teams on technical interviews for data analysts and other M&E data collectors during emergency assessments/baseline surveys/beneficiary registration/Post Distribution Monitoring.
- Cross verification of the beneficiaries selection done by field team;
- Conduct regular field visit of activities and feed information to the program managers for improvement of activity implementation.

Objective 4: Document good practice from planning, implementation, monitoring and evaluation of activities

- Document lessons learned and best practices, produce case studies and stories through collation and analysis M&E data and other means.
- Organize learning, knowledge sharing and capitalization workshops and ensure knowledge is used in future program design
- Undertake internal project evaluations, under the guidance and support of the FC and technical staffs
- In consultation with FC and technical staffs support the quality, timeliness and dissemination of M&E outputs internally.

Objective 5: Logistics and Administration

- Work closely with admin and LOG managers to comply with Tdh rules and procedures
- Follow procedures and directives outlined by his supervisor and the administrative service
- If needed, Train his team members to use and maintain the available monitoring tools correctly
- Respect Tdh safety procedures in liaisons with LOG team / security focal point

Values

- In his/her professional activities, adhere to the values defined in the strategic plan: commitment, expertise, integrity and self-reliance
- Work in different cultural backgrounds and in difficult situations, deal with confrontation due to differences (intercultural)

Abuse Prevention Policy (CPP) - Operational Risk Management

- Commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy
- Commit to ensure the best implementation possible of the Tdh Risk Management Policies in South Sudan
- Commit to inform supervisors and to deal with any cases, allegations, or possibility of transgression, even potential, of the Tdh Risk Management Policies.

Competencies:

- Graduation from development/humanitarian studies or related/applicable field
- At least 2 years practical experience working in a humanitarian, development or similar context, preferably with an NGO
- Experience of humanitarian programming in South Sudan
- Proven experience of M&E
- Experience with developing external communications
- Understanding of M&E and the Programme Cycle Management

Special Skills, Aptitude or Personality Requirements:

- Ability to act as part of a multi-cultural and multi-disciplinary team
- Ability to organize and prioritize workload, using initiative when appropriate
- Ability to cope with stress, work under pressure often to strict deadlines
- Flexibility, adaptability, sense of humour, and patience
- Facilitation and interpersonal skills
- Analytical and problem solving skills
- Ability to assess problems and recommend solutions
- Methodical and thorough in organising own work schedule and reviewing documentation
- Good knowledge and competence of computer applications

Application modalities:

Qualified and interested candidates should submit their updated CVS, Academic Certificates and a covering letter to:
Terre des Hommes, ECSS & S Guest House old Mission Road Yei.
Closing date is 25th October 2019.

Only shortlisted candidates will be contacted for a written test.

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer.

Submitted documentation will remain Tdh properties (do not submit originals).