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## THE LUTHERAN WORLD FEDERATION, WORLD SERVICE SOUTH SUDAN COUNTRY PROGRAM

Position:	Planning Monitoring, Evaluation and Reporting (PMER Officer)
Type of Contract:	For 9 months (short contract)
Starting date:	1 <sup>st</sup> Nov 2022
Duration of Contract:	Nov 01. 2022-3July 31.2023
Location (Duty Station):	Jonglei State, Twic East County
Closing Date:	28 <sup>th</sup> October 2022

### Background:

The Lutheran World Federation/World Service (LWF/WS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members.

### Job Role

Under the guidance of the Area Coordinator with Technical support from Juba PMER Manager, the PMER Officer will assist in the development, management and implementation of monitoring and evaluation System to ensure effective tracking of progress in project implementation against project goals and objectives and provide information for planning and management of project activities.

### Key Responsibilities:

- Monitoring & Evaluation system/Strategy developed and implemented
- Project Staff trained on monitoring & evaluation
- Quality monitoring and evaluation information for programme collected
- Periodic weekly, monthly, quarterly and donor Reports prepared/reviewed and submitted on time
- Ongoing projects monitored and data collected, analysed and shared for internal decision making processes
- Assessments/studies and surveys designed and implemented
- Development and implementation of Monitoring and Evaluation System for effective monitoring of results in liaison with Juba PMER Manager

Approved by *Latpeed*  
*Smachiro*  
13/10/2022

- Ensure proper operation of Project Management Information Systems (PIMS) through data updates, regularly checking on data quality in collaboration with the project officers.
- Provide technical guidance to Project Management on data collection, analysis and reporting.
- Train Project staff on the use of the M&E system and the application of M&E tools.
- Prepare or review periodic project progress reports - weekly, monthly, quarterly and donor reports
- Monitor the progress of ongoing projects to ensure adherence to set standards, specifications and agreed implementation time schedules;
- Liaise with other partners to monitor and evaluate aspects of IDP service deliveries through continuous participatory assessments
- Facilitate Outcome assessment and satisfaction survey to improve program quality and delivery
- Facilitate the design and implementation of baseline, mid-term, end line and impact evaluations.
- Contribute to the development of case studies, success stories and lessons learned to demonstrate the impact of LWF's work and inform future programming;
- Advise and make appropriate recommendations to Management on identified project implementation strategies, project targets and operational problems through reports, review meetings and site visits.
- Lead the process of Updating and sharing the Consolidated work plan and Integrated IPTT on Monthly basis
- Ensure periodic sharing of timely and high quality data on food security, livelihoods, protection & social cohesion and education with the management and other partners when required
- Sending reminders to Project officers about internal and donor reporting deadlines and ensuring that the right templates are used
- Support data quality assessments and verification to ensure that all data used for reporting and decision making are as accurate as possible.
- Participate in periodic planning meetings to review progress and share M&E best practices.
- Secure information by completing data backups

#### **Education, Experience, Skills & Technical Competencies:**

- University degree preferably in Statistics, Quantitative Economics, Social Sciences, International Development, Political Science, Demography, Project Management and other related disciplines.
- PGD or Certificate in M&E, Information Management, Information Systems, Data Science, Business Intelligence & Data Analytics, etc is an added advantage
- At least two (2) years of prior experience in monitoring and evaluation for international development or humanitarian programs with key focus on developing and implementing M&E systems, tools and procedures
- Experience in computer-based statistical analysis and visualization packages (Epi Info, SPSS, SAS, STATA, R, Power BI, Tableau, etc) as well as mobile data collection tools (KoBo, ODK, Ona, Commcare, SurveyCTO, iForm Builder, Teamscope, etc)
- Proven experience in using Web based Monitoring and Evaluation software (Newdea, Toladata, DevResults, Logalto, M&E online etc)

- Sound understanding of Project Cycle Management and support activities.
- Strong experience in conducting studies including the entire evaluation cycle, from design to implementation, analysis and presentation of results and recommendations.
- Excellent communication skills and ability to make formal and informal presentations both oral and written, as well as produce professional and analytical reports and learning documents
- A high level of interpersonal and management skills and ability to establish effective working relations with various stakeholders.
- Must be result oriented and able to work under pressure and tight deadlines
- High level of integrity

**Application Process:**

Interested candidates (South Sudanese) who meet the above criteria should submit a letter of motivation and updated CV with at least three referees including their telephone numbers and email addresses. Applications should be submitted to LWF office in Juba via online to: [Recruitment.southsudan@lutheranworld.org](mailto:Recruitment.southsudan@lutheranworld.org) and copy [belachew.germamo@lutheranworld.org](mailto:belachew.germamo@lutheranworld.org).

LWF will review the applications on a daily basis as it tries to get the most suitable candidate for the position. Female candidates are strongly encouraged to apply. Only shortlisted candidates will be called for interviews.

**Child Safeguarding:**

*LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.*

Approved by   
  
 Dmacha  
 13/10/2022