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**VACANCY ANNOUNCEMENT- PRE-RECRUITMENT  
CARE SOUTH SUDAN**

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	<b>Project Monitoring, Evaluation Knowledge &amp; Learning Manager</b>
Department:	<b>Program</b>
Location:	<b>Juba with frequent travel to (Terekeka, Bor Mvolo &amp; Mundri West)</b>
Reports to:	<b>Project Manager</b>
Advert status:	<b>External Advert (Pre-Grant)</b>
Duration	<b>12 months</b>

**JOB SUMMARY**

The Sustainable Agriculture Development Project (SADEP) project overall goal is to contribute to enduring peace and reduced poverty’ in South Sudan and its development objective is to ‘enhance resilience, food, and nutrition security for rural communities in four counties (Terekeka county of central Equatoria; Mundri West and Mvolo Counties of Western Equatoria State and Bor County Jonglei State) over a period of 7 years.

Reporting to the Project Manager, the Monitoring, Evaluation and Knowledge Management Manager will have overall responsibility for the coordination of the timely establishment, operation, and maintenance of the project M&E and learning system; for the monitoring and evaluation of progress; generation of knowledge and evidence; and for the communication of programme activities, achievements and lessons learned.

The Manager will lead the design and operation of the programme’s M&E and learning systems, ensuring timely data collection, analysis, reporting, and results tracking. The Officer will coordinate baseline, midterm, and endline assessments; oversee data quality; document lessons learned; and support knowledge sharing across counties. The role includes generating evidence for decision-making, producing progress reports, maintaining databases, guiding field teams on monitoring tools, and ensuring compliance with IFAD results frameworks

**Responsibilities and Tasks:**

**M&E System Design and Implementation**

- Develop and operationalize the project M&E framework.
- Establish baselines, targets, and performance indicators.



- Design data collection tools and baseline, midline and endline methodologies.
- Train staff and partners on M&E systems and tools.
- Ensure alignment with IFAD Results and Impact Management System (RIMS).
- Conduct periodic monitoring missions and evaluations

### **Data Management and Reporting**

- Oversee data collection processes and enumerator training.
- Manage data collection, entry, cleaning, and validation.
- Conduct statistical analysis using relevant software.
- Produce monthly, quarterly, and annual performance reports.
- Track gender, youth, and vulnerability indicators. Ensure data quality assurance and verification processes.
- Support external evaluations and impact assessments

### **Learning and Knowledge Management**

- Document best practices and success stories.
- Organize learning events and review workshops.
- Develop knowledge products (briefs, case and research studies).
- Support adaptive programming through evidence feedback.
- Facilitate exchange visits and peer learning.
- Maintain project knowledge repository/database.

### **Accountability and Grievance Mechanisms**

- Establish and monitor grievance redress systems.
- Ensure beneficiary feedback mechanisms are operational.
- Track and document complaint resolution processes.
- Ensure inclusivity and gender-sensitive accountability.
- Conduct beneficiary satisfaction surveys.
- Report accountability findings to management.



### **OTHER RESPONSIBILITIES AS ASSIGNED**



## Qualifications

### Required.

- A Postgraduate Degree in any of the following fields: Monitoring and Evaluation, Demography, Population Studies, Statistics, Economics, Rural Development, or any other related subject from a reputable university

### Required.

- At least Seven (7) years of direct experience in monitoring and evaluating rural development and national projects.
- Demonstrated experience in designing and implementing M&E systems in a multi-faceted rural development project.
- Demonstrated experience in data processing and management of large-scale surveys.
- Strong experience in conducting research studies, including the full evaluation cycle, from formulation and design to implementation, analysis, presentation of results, and recommendations
- Demonstrated experience of at least 3 years in the application of computer statistical packages and/or data analysis software (e.g., SAS, SPSS, Advanced Excel) and basic computer skills (word processing, PowerPoint, databases).
- Good oral and written communication skills and fluency in English.
- Proven high level of integrity in handling public resources and executing duties.
- High level of interpersonal and management skills, with the ability to work effectively in teams.
- Must be results-focused and able to work under pressure and meet tight deadlines.

### Desired:

- Possession of additional training in impact evaluation; familiarity with the operations and use of IT in monitoring and evaluation is an added advantage



### HOW TO APPLY

The position will be based in Juba. This position is **ONLY open to South Sudanese Nationals**. Opening Date **4<sup>th</sup>, March, 2026** and Closing date CARE South Sudan receiving application will be **25<sup>th</sup>, March, 2026**.

Applications and CVs should be delivered to the **Recruitment link or Hand delivery to: CARE Juba Head Office, NPA Building 3<sup>rd</sup> floor, Martyrs Streets**



**NB:**

- Applications once received are not returnable
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- Female Candidates are Highly encouraged to Apply
- **Only short-listed candidates will be notified.**

**Attention!!!**

*CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.*

**CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity**

