



JOB VACANCY – RE-ADVERTISEMENT INTERNAL & EXTERNAL

VACANCY NO: M&E-RENK- 2023 - 08- 165-N



ROLE PROFILE

Title: M&E Officer (1 Post)

Location: Renk County, South Sudan

* This role is classified as requiring advanced pre-employment checks

Duration: 3 months with possible extension

Department: M&E

Reporting to: Roving M&E Coordinator with dotted lines to the emergency team Leader

1. Context

About Relief International

Relief International (RI) is a leading non-profit organization working in 16 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

RI combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact and resilience. We focus on health/nutrition, education, economic opportunity, and water, sanitation, hygiene (WASH) programming while integrating protection, environment/climate change, and conflict mitigation in partnership with the communities we serve. We empower communities to find, design and implement the solutions that work best for them.

RI includes the three corporate members of the RI Alliance: RI-US, RI-UK, and MRCA/RI-France. Under our alliance agreement, we operate as a single, shared management structure.

About South Sudan Country Program

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Renk, Melut and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.

Africa/ Asia Region

RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs valued at approximately \$55 million USD on an annual basis.

2. About the role

The M&E Officer will provide a day to day management of the monitoring and evaluation activities related to all project/program in Renk. He/she will be responsible to develop and implement effective M&E system to support feedback and organisational learning. Support program design and as well as project implementing team in Data management, assessment and reporting.



3. Key responsibilities

Implement the agreed MEAL plan for the project, which is followed and updated regularly.

- Conduct all routine MEAL activities in the field according to MEAL plans agreed between MEAL and program teams
- Review and Implement the daily, weekly, monthly and quarterly MEAL activities plan for all projects.
- Conduct a weekly check and review follow-up with the field Data Entry Team.
- Supervise MEAL field activities & staff/volunteers.
- Provide observational feedback to the country office on field MEAL and Project activities

Strong data collection system, process & follow up.

- Review project based data collection tools (hard and soft copies tools)
- Ensure that all data collection tools are reflected to softcopy use
- Ensure that all data collection are in use, and follow up on the data process related
- Check on & review the completion of data entry in appropriate databases in coordination with the MEAL department.
- Ensure integrity and sound design for the collection and entry of data.
- Analyze data and make detailed report (weekly, monthly and quarterly statistical reports).
- Work closely with the MEAL department (especially M&E Manager communication and grant) and field teams for data collection and implementing assessments & surveys.

Strong documentation of all related data collection & tasks.

- Safe storage of hard and soft copy of data; Filing all completed hard and soft copies; safe storage of hard and soft copy of data and securing information by completing data base

Provision of timely report to the country Office as required

- Provide weekly, monthly and quarter reports that shows analysis of project progress reports against final results, indicators and activities).
- Support the MEAL department in reporting against donor reporting platforms based on the project data and needs.
- Ensure timely and accurate reporting of routine MEAL activities and ensure reports are ready for program managers to include in monthly and quarterly donor reports.
- Review and assess existing reporting tools and procedures (database, collection tools), research, suggest, and implement improvements.
- Provide monthly reports that shows the analysis of complaints and feedbacks received.

Provide effective leadership to data entry team, volunteers, and program teams on MEAL related activities: (MEAL formats and tools, data collection, etc.)

- Train MEAL staff, volunteers, and program teams on MEAL related activities: (MEAL formats and tools, data collection, etc.).
- Manage & finalize with the project team all the requested formats, and sheets in order to facilitate the activities reporting as needed.
- Support the MEAL department on finalizing & conducting field assessments, surveys (including satisfaction surveys), FGD's and data management.
- Together with Program team Develop, revisit, review, and finalize key performance indicators

Systems Compliance and Improvement

- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from the program manager or Country office.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Note:

- The role of the M&E Officer cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the M & E Officer will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Safeguarding and conduct

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.

For all Manager level and above roles:

Culture and leadership

- Ensure a positive and productive work environment which is free from harassment and bullying.
- Ability to demonstrate sensitivity and understanding of diversity and cultural differences, gender issues and the commitment to equal opportunities
- Ability to demonstrate and uphold RI's values and ethics

4. Role Requirements

Experience and skills required for the role.

Essential criteria

- Bachelor's degree/diploma or equivalent qualification in statistics, Public Health or related discipline from a recognised institution.
- Proven capacity in management and teamwork
- Excellent communication skills and a willingness to be respectful, kind, sensitive and empathise with all beneficiaries and their carers
- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Demonstrable ability at report writing
- Prepared to live and work in an uncertain security environment
- Ability and willingness to frequently travel and stay at the field
- Commitment to and understanding RI aims, values and principles
- Fluency in written and spoken English and local language
- Demonstrate substantial experience in Health and Nutrition M&E programming role.
- Computer skills specially statistical analysis using excel, DHIS, Kobo collect/ODK, SPSS among others
- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds

Desirable criteria

- Analytical skills and strong organizational skills
- Ability to speak local languages in Upper Nile, Arabic strongly desired
- Proactive, open minded and solution oriented
- **Note:**
The role of the **M&E Officer** cannot be limited to the specific duties and tasks detailed herein. The success of the RI humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **M&E Officer** will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

5. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as "Do No Harm," Relief International Values:

We value:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability
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6. How to apply

Aspiring applicant should complete the **Job application form**, which can be collected at Relief International office in **Renk/Juba** or this form can also be downloaded from same website where this advertisement is posted. The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked M&E Officer **N0. M&E-RENK- 2023 - 08- 165-N** to Relief International main office in **Renk/Juba**.

OR

Send your completed job application form and supporting documents via Email to recruitments@ri.org

Deadline: 6th November, 2023, 5 pm SSD local time.

- Females are highly encouraged to apply
- RI as an entity **will not be able to provide back all the documents** submitted for this particular hire considering the volume of applications, so please **do not share original documents** until requested.

Only shortlisted applicants will be contacted.

Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

