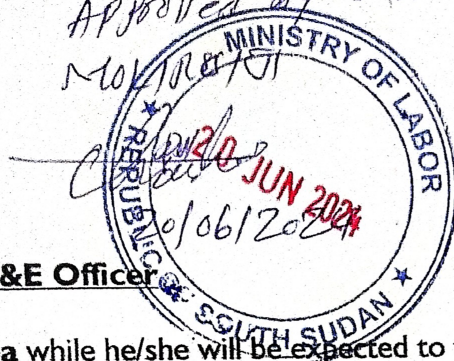


SD-H-3  
Approved by Senior Inspector,  
M&E



## **JOB ADVERT: M&E Officer**

**Job Location:** Juba while he/she will be expected to travel extensively within the Project areas of ASIMO South Sudan by 70%.

**Category:** Open to both National & International Experts.

**REPORTING LINE:** The Monitoring and Evaluation officer will report administratively to M&E manager and will have functional reporting/working relationships with the Project managers, officers and grant acquisition team.

### **The Organization**

Action for Sustainable Improvement & Management Organization (ASIMO) is a registered non-profit making, non-political, non-racial, and non-religious national non-governmental organization with the Relief and Rehabilitation Commission (RRC), National Ministry of Justice and Constitutional Development Juba. ASIMO has its main office in Juba the capital City of the Republic of South Sudan, with field offices in Western Bahr el Ghazal, Aweil NBGS, Warrap, Lakes, Jonglei, Upper Nile & central Equatoria States. ASIMO scope of operation extends nationwide in South Sudan, as the need for humanitarian intervention is overwhelming.

### **JOB DESCRIPTION & PURPOSE**

The Monitoring and Evaluation officer will assist in the overall planning, managing, coordinating and reporting of M&E activities in all projects. He/she will be required to manage all aspects of M&E tasks in accordance with the project agreement and in line with ASIMO's best practice. The Monitoring and Evaluation officer as staff of the Project Implementation Team (PIT) will be responsible for the following specific duties and responsibilities:

### **MAJOR RESPONSIBILITIES**

1. Develop and oversee the review of project level and ASIMO Wide Monitoring & Evaluation (M&E) plan.
2. Review the M&E needs and plans of ASIMO projects and extract relevant indicators to monitor the project outcomes and outputs.
3. Develop TORs for M&E tasks to be carried out.
4. Provide technical inputs on monitoring and evaluation parameters to improve planning, programming, and implementation.
5. Produce the quarterly and bi-annual M&E Project Progress Reports
6. Monitor and ensure the consistency of methods of data collection across the portfolio.
7. Coordinate with project managers and officers on the timing of the field surveys and data collection and to follow up with the teams to ensure Monitoring and Evaluation reports and indicators updates are provided in a timely manner to consolidate reports and update the Results Framework.





8. Developed the Monitoring and Evaluation manual regularly and provide technical guidance in the implementation of the Monitoring and Evaluation Operations Manual.
9. Develop and maintain a M&E database for the multi sectoral projects food security & livelihoods, WASH, Protection, education and health and contribute to the maintenance of the database.
10. Mentoring and training of projects team to foster capacity building on M&E knowledge.
11. Regularly follow-up on projects implementation progress as per the key performance indicators and agreed targets.
12. Assist the project managers and grant acquisition unit on drafting a reporting framework, capturing qualitative as well qualitative impact data e.g. courses mounted, feedback from beneficiaries (both internal and external) etc.
13. Support establishment and or strengthening of M&E functions and tools for example manage data on kobo and SMILLER systems as part of institutional strengthening.

### **Essential Knowledge and Experience**

- Minimum 10 years of work experience in monitoring and evaluating large multi-sectoral programs in South Sudan.
- At least 5 years' experience working with international organizations and donors such as World Bank, African Development Bank (AfDB) and USAID, FCDO, World Bank and UN Agencies.
- At least 5 years proven expertise in quantitative and qualitative methodologies, operations research, management information systems, reporting, data quality assessments, data analysis and presentation and setting up and managing M&E systems that track performance as per the objectives,
- Minimum of 5 years' experience of project formulation and evaluation
- Significant experience of leading teams through Project design, planning, proposal writing and budgeting processes.
- Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors.

### **Skills**

- Exceptional conceptual and strategic thinking skills
- Good Communication skills
- Excellent research and data collection methodology skills
- Excellent writing skills (sample M&E report may be requested) • Excellent technical skills, including ability to process and analyses data using one or more statistical software packages, including at least one of the following: kobo, SMILLER, Stata, and MS Access.
- Excellent interpersonal skills, including the ability to build relationships with colleagues at long distances.
- Excellent in problem solving and analytical skills.
- Excellent written and oral communication skills, including presentation and public speaking in front of high-level audiences.
- Ability to prioritize and multitask.

### **Application Procedures:**





Send your cover letter, CV and scanned academic documents to [asimo.juba@gmail.com](mailto:asimo.juba@gmail.com) and Copy [akol.asimo@gmail.com](mailto:akol.asimo@gmail.com) or Hand Deliver to our field office in Juba Head Office: Forma KCB, opposite to Medan Rembo along Bifam Road. **Closing Date: 10<sup>th</sup> Jul 2024**

Any Form of conversing or lobbying will lead to automatic disqualification.

