



JOB RE-ADVERTISEMENT	
<b>Job Title:</b>	<b>PMER Coordinator (Branch Support &amp; Learning)</b>
<b>Duty Station:</b>	SSRC HQ - Juba
<b>Department:</b>	Organisation Development Department, Juba South Sudan
<b>Reports to:</b>	Senior PMER Coordinator
<b>Open Date:</b>	<b>March 11, 2020</b>
	<b>Just in Time recruitment</b>

### ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 191 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9<sup>th</sup> March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (17) branches and a growing network of units. There are currently over 250 SSRC staff members across the country and approximately 12,000 volunteers across the country.

The Society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by SSRC Strategy 2018 - 2021, which voices the NS collective vision, mission, objectives and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

### SUMMARY JOB PURPOSE

The PMER Coordinator will work closely with the programs team to ensure the efficient and effective delivery of reporting related to SSRC interventions. The PMER Coordinator is also responsible to monitor and report to management and stakeholders on programs/projects. The PMER Coordinator will work with NS counterparts to strengthen the planning, monitoring, evaluation and reporting capacity of the national society through on-the-job training, in organizing, analysing and consolidating monthly and quarterly program progress reports and in carrying out research activities that are intended to improve and promote the works of the SSRC. The PMER Coordinator will also support production of any appeal and contribute to proposal writing for donors in collaboration with IFRC, PNS or others partners.

### DUTIES APPLICABLE TO ALL STAFF

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork

- Perform any other work-related duties and responsibilities that may be assigned by the line manager
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values

## **JOB DUTIES AND RESPONSIBILITIES**

### **COORDINATION AND MANAGEMENT**

- Guide and facilitate the production of monthly program reports by programs teams
- Assist the Programs Coordinators and Managers to monitor program activities and to ensure reporting of relevant and accurate information are prepared
- Streamline information from the field and program officers and prepare qualitative progress reports of all SSRC's programs/projects, for internal and external audiences, including consolidated monthly/quarterly operational reports for donors/partners and the IFRC/ICRC
- Support production of any appeal and contribute to proposal writing for donors in collaboration with IFRC, PNS or others partners
- Ensure that all SSRC planning are done in accordance to the SSRC PMER framework and as well the NSD framework
- Provide technical support to planning for workshops and trainings for SSRC programs as delegated
- Support the field based project team to conduct monitoring of the project activities in line with the project indicators
- Work in close collaboration with relevant projects teams to include national office based staff engaged in PMER activities.

### **CAPACITY STRENGTHENING**

- Develop training materials and provide appropriate training for SSRC staff to fulfil their PMER responsibilities
- Strengthen the capacity of programs staffs in producing accurate, regular, effective, timely and factual narrative reports to IFRC and stakeholders (Donors and PNS)
- Organize annual/semi-annual "good practices" discussions within the SSRC programs team
- Assist/facilitate PMER related training for relevant SSRC staff and volunteers and PMER capacity assessment at all levels

### **PLANNING, MONITORING, EVALUATION AND REPORTING**

- Work closely with the programs and field teams, to identify existing monitoring and review mechanisms in the SSRC's Plan of Action to ensure that reports incorporate accurate and relevant information
- Ensure the quality and outputs of the SSRC reports in managing the reporting system to meet donors/PNS and IFRC requirements
- Conduct research and baseline surveys for all programs and projects requiring one
- Assist in the setting up and management of databases using user friendly database software (Excel, SPSS, STATA, Epi Info)
- Set up appropriate internal and external reporting systems
- Manage all evaluation internally and externally and support the use of evaluation results within the National Society
- Assist in the design and carrying out of assessments, evaluation and reviews, i.e. Real-time evaluation, mid-term review and final evaluation

- Participate in all planning workshop such as project implementation, annual work plan and period project reviews
- Participate in core evaluation to ensure the activities are carried out in a professional and cultural sensitive.

#### **LATERAL RELATIONSHIP**

- Collaborate with communications unit on information sharing
- Liaise with other PMER counterparts for networking and sharing experiences
- Ensure that Community Engagement is taken as key in all projects and program planning and setting up of realistic SMART indicators
- Ensure that Community consultation is paramount in the planning cycle
- Support in proposal writing processes including reviewing, editing and formatting support in finalizing proposals for institutional donors ensuring accurate information and required formats are used

#### **SPECIFIC AREA OF RESPONSIBILITY (Branch & Learning Focal Point)**

- Provide technical support and training on monitoring and reporting systems and templates to SSRC Branches and Units and ongoing remote technical support for successful implementation
- Conduct monitoring and support visits to Branches to ensure program performance progress and build capacity in monitoring and evaluation
- Coordinate and ensure the effective design and quality checking of the program evaluation, and advise on evaluation methodology, milestones and indicators
- Establish communication and knowledge sharing processes to promote learning with program partners
- Recognising important issues, engaging stakeholders and program partners around those issues and planning effective responses
- Maintain an up-to-date calendar of trainings and capacity building opportunities
- Maintain an up-to-date database of persons trained by location, thematic areas and other demographic information

#### **Job Specification**

- Degree in social sciences, statistics, project management or equivalent technical field
- Project management, report writing and/or PMER course or equivalent training
- Minimum 3-5 years of work experience in the field of planning, monitoring, evaluation and reporting (PMER)
- Practical experience in using PMER tools, in particular, the logical framework approach (LFA)
- Experience in supporting organizational learning, accountability and performance
- Experience in training and mentoring staff members
- Experience of working for a humanitarian aid organisation
- Self-supporting in computers (Windows, spread sheets, word processing)
- DHIS, SPSS, ODK, Kobo-collect and EPI-info
- Excellent communication skills

**How to apply:**

Interested applicants should submit their Cover letter, CV with 3 references Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Please clearly indicate the position you are applying for on the back of your envelop.

You Must arrange your documents in the following sequence if not it will be disqualified.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID

Deadline for submission is on **18<sup>th</sup> March 2020**.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

**Female Candidates are strongly encouraged to apply.**