



EMERGENCY JOB ADVERTISEMENT

MULTISECTORAL ASSESSMENT OFFICER

Duty station: JUBA -ERRM

Number of positions: (1)

Date Issued 31/5/2024

Date Closure: 19/6/2024

Category: Local Staff Posting

Presentation of organisation:

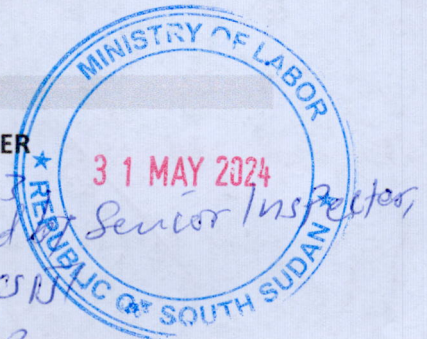
SOLIDARITÉS INTERNATIONAL (SI) has been operating in South Sudan since 2006, conducting activities in emergency and post emergency context, particularly in rural and semi-urban areas, including IDP camp settings. Its expertise in running emergency WaSH intervention is highly acknowledged by all WaSH actors and donors. Furthermore, SI is implementing longer term WASH and FSL activities in multiple locations globally.

JOB

MISSION / OBJECTIVES

- Under the supervision of the MEAL Manager, the MSA Officer supports in overseeing program rapid need assessments, the monitoring of activities' implementation and the tracking of potential alert.
- he/she - supports the MEAL manager in providing methodological and technical support to teams. S/her ensures the proper application of MEAL tools during monitoring and assessment.
- Ensures the monitoring/assessment/alert tracking is done within the framework established by the mission/organization.

Also, he/she collects data and provides evidence of the program's progress and achievements, she ensures the monitoring/assessment/alert tool remains consistent across all locations of application (implementation).



List of main activities:

Monitoring and evaluation (M&E)

- Under the responsibility of the team leader, participate in the logistics and administrative organisation, planning and preparation of M&E missions:
 - Contribute to the creation of monitoring tools and to the preparation of database frames based on questionnaires.
 - Support the team leader in centralizing and organizing data collection for activities and outputs as defined in the M&E plan.

- Collect monitoring data using SI tools:
 - Contribute to data collection at field level (overseeing surveys etc.) and make sure that all available aspects are covered.
 - Ensure that all data is entered on time and check their consistency and quality. Contribute to maintain the database following a standard format allowing aggregation of data to produce routine or periodic monitoring reports.
 - Identify potential negative impacts of the activities.
 - Formulate preliminary recommendations on how to improve the activities.
 - Monitor humanitarian situation.
 - With the support of the PM and MEAL team, prepare and implement trainings on monitoring tools to field officers.
 - Assist in external M&E mission.

Ensure that contractual soft & hard data about programmes is easily available upon request

- Apply the security procedures in the context of monitoring & evaluation missions.

Assessment

- Under the responsibility of MEAL Manager, participate in the logistics and administrative organisation, planning and preparation of rapid need assessments missions:
 - Contribute to the creation of assessment tools and to the preparation of database frames based on questionnaires.
 - Lead assessment data collection at field level (overseeing surveys etc.) and make sure that all available aspects are covered.
 - Ensure data recorded during assessment are consistent/valid and error free.
 - Ensure assessment data are cleaned and initial analysis are initiated.
 - Ensure findings of assessment are formulated on the analysis template.

Alert Tracking

- Under the responsibility of the PM Manager, participate in tracking of alert and follow-up on the humanitarian context situation:
 - He/she will ensure the selection, recruitment and training Focal point persons for Alert monitoring and communication.
 - Prepare Alert forms following displacements or outbreak of diseases and share with ERRM Program manager.



- Ensure and maintain regular communication with all the focal point persons and triangulate information with authorities and humanitarian partners.
- Ensure data recorded on the alert database also manage this alert data base.
- Ensure all the focal point person on Alert have working phones with airtime.

Apply all the security procedures and ensure the right security SoP's are followed during alert tracking and triangulation. **Reporting / communication**

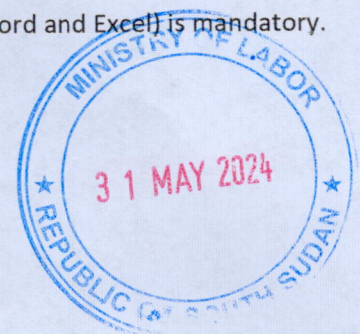
- Draft M&E and assessment reports and provide project updates and recommendations as necessary.
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- Keep monitoring and assessment tools and files archived and secured
- Regularly update the monitoring, evaluation, assessment, and alert tracking tools & methodology considering the donors indicators, gender, disable persons, protection & « Do No Harm » approaches
- Make regular reports to the MEAL Manager on the evolution of activities and specific tasks confided to him/her, problems encountered, and the quality of relations with beneficiaries

HR Management

- Take part in recruitment of the monitoring/assessment/alert tracking team (enumerators / DW) when needed
- Train and build the capacity of the team (enumerators /DW)
- Supervise the monitoring team (enumerators / DW)
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- **ORGANIZATIONAL CHART POSITION**
- Line manager: MEAL Manager
- Line report(s) on base: Monitoring and assessment Enumerator/alert tracking DW
- Functional manager: -
- Functional report(s): -

Preferred Skills:

- Degree or Diploma in Relevant discipline, Monitoring and evaluation, Research, Economic, international relation and development Studies or related field
- 2-3 years of experience in a similar position with international organization will be considered
- Knowledge in research and analytical skills experience in assessment
- Knowledge of Link will be an added advantage
- ability to work in challenging field duty station.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken) and Arabic.
- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
- High levels of integrity and honesty,



Contract: Fixed-term contract of 6 months

Working hours: **From Monday to Friday 7:30 AM-4:30 PM.** As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) mentioning the position you are applying to at **Solidarites International Office at Hai Cinema Juba** or Send application by email to: juba.adm.recruitment@solidarites-southsudan.org

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is **19/6/2024**. Any application sent after this date will not be considered.

Women with the required skills are highly encouraged to apply.

