



JOB ADVERTISEMENT

EMERGENCY RESPONSE TEAM M&E OFFICER

Duty station: **Juba/EPR (frequent field deployment)**

Number of positions: **One (1)**

Date Issued: **27/01/2023**

Date Closure: **15/2/2023**

Category: **B-2 727 USD/Month**
Posting

Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

Objectives:

Under the supervision of the EP&R PM, the M&E Officer is in charge of the monitoring of the activities implementation.

He/she collects data and provides evidences of the program's progress and achievements.

JOB

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.



Category: **Local Staff**



- 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.
 - Monitor that crosscutting aspects like gender and “do no harm” are considered in 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

Reporting / communication

- Draft M&E reports and provide project updates and recommendations as necessary.
- Participate in seminars and training workshops which may be useful to the accomplishment of monitoring & evaluation activities and the attainment of the project’s objectives and in restitution workshops.
- Keep monitoring tools and files archived and secured
- Update regularly the monitoring & evaluation tools & methodology considering the donors indicators, gender, disable persons, protection & « Do No Harm » approaches
- Make regular reports to the team lead on the evolution of activities and specific tasks confided to him/her, problems encountered, and the quality of relations with beneficiaries
- Bring to light any difficulty linked to his or her activities, to the programs of Solidarités or security concerns
- Collaborate with the administration and the local authorities

HR Management

- Take part in recruitment of the monitoring team (enumerators / DW) when needed
- Train and build the capacity of the team (enumerators /DW)
- Supervise the monitoring team (enumerators / DW)

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.



ORG CHART POSITION (reporting and functional relationships)

Line Manager: EPR PM

Preferred Skills:

- Experience in Monitoring and evaluation and humanitarian work is mandatory
- Proof of practical field experience with a minimum of 2 years
- Ability to communicate clearly to beneficiaries, local authorities etc..
- Knowledge of the local environment and the ability to adapt to challenging roles during the project implementation.
- Good command of Kobo software;
- Ability to write coherent project activity reports.
- Ability to implement surveys and assessment is mandatory,
- Ability to organize theoretical and practical training sessions,
- Must be familiar with security rules,
- Good knowledge and experience of working with local communities, authorities and partner agencies mandatory,
- Good level of English (both written and spoken), Arabic
- Must be flexible, hardworking and ready to travel to different parts of south Sudan (often at short notice and living in basic conditions such as tents),
- Possess ability of oral and written report communications,
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory,
- Teamwork and team management,
- Stress management and flexibility,
- Diplomacy and problem-solving attitude,
- Rigor and organisation,



Contract: Fixed-term contract of 4 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 OFFICES in Juba Office Hai Cinema (Near Kenyan embassy / Acted Office / Islamic relief Office)

You can as well send your application on the below emails :



(Subject of the email must mention clearly the position you are applying for)

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: **15/2/2023** Any application sent after this date will not be considered.

Women with the required skills are highly encouraged to apply.

