

Amref Health Africa is the largest international health development organization based in Africa. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is **Lasting Health Change in Africa**. For more on Amref Health Africa please visit [www.amref.org](http://www.amref.org)

Amref Health Africa in South Sudan is seeking to hire **Qualified, Competent, and Vibrant South Sudan Nationals** to fill the following position.

**Monitoring and Evaluation Officer (1 Position) - Ref. No. MEO/001/2023**

Location: Juba with frequent travels to the field (WES, EES and Warrap State)

**Purpose of the Job:**

Under the overall guidance and direct supervision of the Project Coordinator and the MEAL Manager, the M&E Project Officer will be responsible for monitoring the M(H)IND project and track progress of the achievement of their intended outputs, recommending corrective measures if and when required.

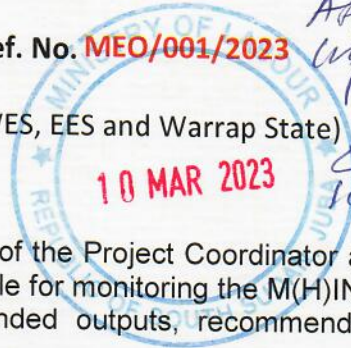
The M&E Project Officer will be responsible for designing and implementing all MEAL-related activities of the project, as well as for supporting other project/s as when assigned by the MEAL manager. S/he will assist the Project Coordinator in preparing monitoring and other reports, will monitor project activities on a regular basis, will develop and update project Integrated Indicators' Tracker and maintain data quality in AIMS; s/he will be responsible for the timely collection & analysis of different data in relation to project activities – from Amref Health Africa as well as from its M(H)IND project partners. S/he will assist the Project Coordinator in improving M&E project-related mechanisms at Amref Health Africa as well as at its M(H)IND project partners, if needed. S/he will also assist in collecting, cleaning, verifying, analyzing, and submitting data for scientific publication.

The M&E Project Officer will work in close collaboration with project teams and Country Office programme and operations departments, Government officials, non-government and civil society organizations.

**Key Responsibilities:**

- Develop and implement a robust monitoring and evaluation system that will ensure tracking of M(H)IND Project results at different levels (outputs, outcomes, and impact) and partner organizations.
- Develop/ Adopt an integrated database of the project and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.

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10/03/2023



- Work with project officers and managers to ensure the collection of relevant and appropriate data needed for an effective MEAL system which will be utilized for multiple purposes, including reporting on donor commitments.
- Review data collection tools for the Project
- Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within the consortium and Amref Health Africa in South Sudan.
- Timely update and share data on AIMS to the management and country level as well as Headquarters
- Conduct Routine/ Data Quality Audits and lead Joint Supportive Supervisions to strengthen and assure Data quality in the projects assigned
- Timely request and receive reports from field teams and partners, then extract, verify, clean and key in data into the necessary project M&E tools.
- Maintain and update the integrated indicator tracker based on submissions from field teams, partners' teams and the Project Coordinator.
- Work closely with the Project Coordinator (and other PMs) to ensure that feedback to county office is within time.
- Develop M&E plans for the M(H)IND project as well as other assigned projects and proposals and ensure the same is followed up during implementation.
- Ensure all assigned projects have updated work-plan and performance management plan (PMPs) in tandem with all approved proposals, regularly reviewing and updating as needed.
- Carry out data quality assessments/ audits regularly for MEAL database on agreed indicators to guide decision making.
- Maintain regular, effective communication with all project partners' M&E focal points
- Provide alerts to the Project Coordinator (and other Project Managers) on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Review monthly progress reports from partners and project teams and ensure they have evidence to back-up, and provide feedback to the respective staff.
- Collate/ prepare regional reports related to internal reporting such as the quarterly and annual reports
- Ensure that cross cutting issues such as participation, gender, age and disability are effectively addressed/ mainstreamed in all project implementations as part of ensuring accountability according to Amref Health Africa MEL framework.
- Guide and coordinate with field teams and partners to regularly collect and report qualitative data / accounts related to the project activities (e.g., beneficiaries' and staff's accounts, etc.), inclusive of audio-visual material whenever possible - for multiple purposes, including reporting to the donor.
- Liaise with the Project Coordinator to ensure that the project adhere to accountability requirements by, for instance, initiating baseline surveys and conducting relevant evaluations to meet Amref Health Africa MEL framework standards.
- Ensure that Amref Health Africa in South Sudan learns from any final evaluations of completed projects for decision making and improvement of project designs.
- Conduct country monitoring and evaluation visits to all project sites (selected counties in WES, EES and Warrap State) and offices (including partners')
- Based on the above, share learning and provide constructive comments to colleagues in order to ensure programme quality.
- Build capacity of project staff (Amref's and partners') through training and on-the-job guidance / technical assistance to ensure proper adoption of data monitoring tools and quality of data collected.



- Regularly collect feedback from partners, beneficiaries, and other stakeholders within the framework of the M(H)IND project – including complaints and recommendations.
- Participate in drafting, reviewing, submitting research protocols.
- Participate in the development of research tools to be adopted within the framework of the M(H)IND project.
- Assist the project teams and Amref's research partner (University of Verona) in data collection, verification, cleaning, analysis, and submission for research.
- Support the roll-out of research activities in the targeted areas, including visits by researchers from the University of Verona.
- Liaise with the relevant counterparts at the Ministry of Health of South Sudan with regard to project-related research activities
- Support the project team to carry out project activities in Juba County (if and when needed)
- Perform any other tasks that the Project Coordinator may require and deem reasonable
- **Education**

Minimum Bachelor's Degree in Statistics, Economics, Monitoring & Evaluation, Demography and Population Studies;

#### Experience

- At least 3 years' direct experience in a position of monitoring and evaluation of large scale projects.

#### Skills

- Strong analytical skills.
- Demonstrated experience in data processing and management of large-scale surveys or projects.
- Demonstrated experience of statistical packages and/ or data analysis software (e.g., SPSS, Excel, Epi Info, EpiData, STATA) and advanced computer skills (word-processing, spread sheets, and databases) are a must.
- Strong experience in conducting research studies including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.
- Technical knowledge and experience in implementation of gender and disability sensitive approaches is a plus.
- Knowledge and experience in implementing, monitoring/evaluating health care initiatives is an added advantage.

#### How to Apply

Please visit our website <https://amref.org/vacancies/> to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include an updated CV including three work related referees and a cover letter addressed to the Human Resource Business Partner, Amref Health Africa.

The closing date for submitting applications is **March 29<sup>th</sup>, 2023**.

**Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.**

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is an equal opportunity and has a non-smoking environment policy*

