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Ministry of Labour & Public
Service



Norwegian People's Aid
South Sudan

Advertisement for Monitoring and Evaluation Officer Based in Rumbek

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Rural Development and Emergency Response Program Projects in Rumbek county, and will wish to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Monitoring and Evaluation Officer** to be based in NPA Rumbek Field Office. The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

Responsible for the implementation of the monitoring and evaluation, and learning framework of the NPA projects. Implement the M&E framework to ensure the qualitative and quantitative evidence are gathered from activities. Also provide technical assistance to the implementing staff and beneficiaries, particularly in relation to monitoring and reporting issues.

Duties and Responsibilities:

1. Design and implement M&E System and Tools

- Actively participate in the development of an M&E system and tools to enable all projects to collect, aggregate and support analysis of data.
- Work with staff to develop and standardize survey tools and other data collection forms for community-based discussions, cattle camp mapping, seasonal livelihoods planning, CBPP, activity planning and processes within project/program and stakeholders.
- Follow up the implementation of the M&E system, M&E tools, and project monitoring plans, including training and support in data analysis and usage.
- Support staff, partners and beneficiaries and ensure that they receive adequate feedback on progress on NPA programs.
- Document performance of the project against targets with special responsibility to qualitative and quantitative indicators and ensure reporting requirements are met.

2. Data Collection and Analysis

- Participate in designing data collection tools, collect and analyses data as and when required.
- Collect, compile and analyze the data, in a timely manner, regarding different sub-components/activities against envisaged project objectives.
- Capture significant change stories and reflects in progress reports.
- Follow-up on the data collection regarding field activities, baseline and impact assessment and ensure harmonization of data collection methodologies.

3. Capacity Building of Program staffs and Partners

- Train staff on M&E tools, data collection, analysis and basic surveying and sampling techniques.
- Promote the principles and practices of beneficiary accountability to colleagues, providing training and coaching in beneficiary feedback and other good practices as required.

4. Proposal Development

- Participate in the development of project proposals through the provision of technical expertise using standard formats, providing relevant and well analyzed qualitative and quantitative data.
- Support in conducting need assessments for new proposal development

5. Reporting

- Prepare monitoring and evaluation report for the project/program (i.e. PDM reports, ATT reports, FSL-Cluster Report etc).
- Prepare and submit the monthly evaluation reports for each project including the mid-term and end of project/project reports.

6. Perform any other duties that may be requested and assigned by the supervisor from time to time.

KEY PERFORMANCE INDICATORS:

- Appropriate monitoring and evaluation systems in place
- Monitoring and evaluation tools in place
- Timely Midterm and end line, baseline assessments and evaluations
- Accurate analysis of data.
- Timely reporting.

Desired Qualifications/Skills/Experience:

- Bachelors' degree in Social Sciences, Agricultural Sciences, Development Studies, Statistics and/or Mathematics.
- Four years of working experience in M&E systems
- Understanding of planning, monitoring and evaluation concepts and approaches in implementation WFP, FAO, EU funded projects.
- At least four years of past experience, preferable with similar size agency in implementing FAO, WFP and EU funded projects

Personal Competencies:

- Monitoring and evaluation skills
- Good computer skills.
- Interpersonal skills
- Strong analytical skills.
- Communication skills
- Good at multi-tasking



Work Relationship

Internal:

- All staff
- Project and operations teams.

External:

- Partners
- Consultants
- Community and beneficiaries

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to NPA Juba Office, Martyrs Street (opposite UNICEF) or to NPA Rumbek Office.

Applications submitted after 12:00 noon on Friday 23rd July 2021, will not be considered.

Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

