IMA WORLD HEALTH

VACANCY ADVERTISEMENT

POSITION DESCRIPTION

POSITION TITLE:	M&E Officer – (Non relocatable) 1 Position
PROJECT:	South Sudan Humanitarian Fund (SSHF) Health Project
LOCATION:	Kapoeta North, Kapoeta South and Nyirol Counties
DEPARTMENT:	Program
REPORTS TO:	M&E Manager

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

Position Description

The Monitoring and Evaluation (M&E) Officer will lead the implementation of monitoring, evaluation, accountability, and learning (MEAL) activities for the South Sudan Humanitarian (SSHF) Health Project in Kapoeta North, Kapoeta South and Nyirol Counties. The position is responsible for ensuring high-quality data collection, analysis, reporting, and utilization to improve project performance and demonstrate results.

The postholder will support routine activity monitoring, verify service delivery data, and assist with reporting. The Officer will review MoH registers, HMIS/DHIS2/EWARS reports, patient referral records, and activity monitoring tools; conduct site supervision and data quality checks; support exit interviews, community feedback sessions, and focus group discussions; and follow up on corrective actions with the technical team.

The M&E Officer will work closely with SSHF clinic-based service providers, Health and Nutrition Officers, Maternal and Child Health Officers, Senior Health Officer and Project Manager to ensure accurate, timely, and complete reporting aligned with the project and donor requirements.

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Responsibilities

A. Monitoring and Data Management

- Develop and implement the project's M&E plan, indicator tracking tables, and data collection tools.
- Ensure routine collection, verification, compilation, and analysis of project data.
- Maintain project databases and ensure data quality, accuracy, completeness, and timeliness.
- Conduct regular data quality assessments (DQAs) and field monitoring visits.
- Track project performance against targets, indicators, and work plans.
- Support digital data collection using platforms such as Kobo Toolbox, ODK, Comcare, DHIS2, and Survey CTO.

B. Supportive Supervision and Facility Follow-Up

- Participate in supportive supervision visits to SSHF-supported clinics
- Follow up facilities on late, incomplete, or inconsistent monthly reports
- Provide on-site mentorship to clinic staff on data recording, reporting tools, and indicator definitions
- Monitor implementation of agreed supervision action points

C. Reporting and Accountability

- Prepare and consolidate weekly, monthly, quarterly and annual M&E reports.
- Contribute to donor reports by compiling indicator achievements and supporting evidence.
- Develop dashboards, charts, and presentations for project review meetings.
- Ensure timely submission of reports in accordance with donor requirements.
- Support establishment and use of feedback and response mechanisms at the clinic level

D. Capacity Building and Training

- Train project staff, community health workers, and partner organizations on data collection and reporting tools.
- Provide technical support on monitoring systems and indicator definitions.
- Strengthen staff capacity in data quality assurance and data utilization.
- Provide ongoing coaching to strengthen data use for decision-making at facility level
- Share data quality findings and practical recommendations with staff and supervisors

E. Evaluation, Learning, and Documentation

- Support baseline, midterm, endline, and special assessments.
- Facilitate outcome monitoring and evaluation activities.
- Analyze trends and generate evidence for program improvement.
- Document lessons learned, best practices, and success stories.
- Support operational research and health surveys where applicable.
- Maintain updated indicator tracking tools and beneficiary databases.

F. Coordination

- Collaborate with Ministry of Health counterparts, health facility staff, and implementing partners.
- Participate in health sector meetings and technical working groups when required.
- Support project planning, review meetings, and donor monitoring visits.

Working Conditions, Travel and Environment

- IMA, as relevant to the country has a hybrid work policy, all employees reporting to the office Monday through Friday's and weekends if required allowing work to be done remotely; 5 days/week minimum in the office is required. The employee must be available to work outside normal office hours or on weekends as required.
- This position will have frequency field travel as required for field support supervision and coordination purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions.

As a member of the Corus Family, each employee is expected to:

- Help develop and maintain an environment that welcomes and develops a diverse workforce.
- Foster a work environment where everyone feels valued and included.

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- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

Required Qualifications and Experience

- Bachelor's degree in public health, Statistics, Epidemiology, Demography, Health Information Management, Monitoring & Evaluation, Social Sciences, or related field.
- Master's degree is an added advantage.
- Minimum 3–5 years of experience in monitoring and evaluation of health programs.
- Experience working with NGOs, UN agencies, or donor-funded health projects.
- Experience in primary healthcare, nutrition, maternal and child health, or disease control programs is desirable.
- Experience with health information systems such as DHIS2 is an asset.
- Strong knowledge of M&E frameworks, logical frameworks, and results-based management.
- Proficiency in Excel, Power BI, SPSS, STATA, R, or other statistical software.
- Experience using Kobo Toolbox, ODK, Survey CTO, or Comcare.
- Knowledge of data quality assurance methodologies.
- Strong analytical, report writing, and presentation skills.
- Ability to design questionnaires and electronic data collection tools.

Core Competencies

- Attention to detail and commitment to data quality.
- Strong analytical and problem-solving skills.
- Excellent communication, mentoring and interpersonal skills.
- Ability to work independently and under pressure.
- Teamwork and collaboration.
- Integrity and confidentiality.
- Commitment to humanitarian principles and safeguarding standards.
- Ability to meet reporting deadlines and respond to requests in a timely manner

Working Conditions and Travel

- The position is field-based with frequent field travel to SSHF-supported counties
- The role may require work outside normal office hours during reporting periods or field activities
- Field travel may involve challenging environments and basic living conditions

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to the Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivery to the Juba office of the IMA World Health (Interchurch Medical Assistant) in Gosehen House gate 1. Deadline for submission is **Friday November 6, 2026, by 5 pm South Sudan Local time.**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

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IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

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