



## WORLD UNIVERSITY SERVICE OF CANADA Employment Opportunity



<b>Position Title:</b>	Monitoring & Evaluation Specialist
<b>Position Location:</b>	Juba, South Sudan
<b>Reports to:</b>	Program Manager
<b>Eligibility:</b>	South Sudanese Nationals only
<b>Contract type:</b>	Full time
<b>Contract length:</b>	2 years
<b>Application Deadline:</b>	April 8, 2022

### About WUSC

World University Service of Canada (WUSC) is a Canadian non-profit organization with a mission to enhance education, economic opportunities, and empowerment for youth. We work with a diverse network of students, volunteers, institutions, governments, and businesses. Together, we foster youth-centered solutions to overcome inequality and exclusion. WUSC is working in partnership with the Aga Khan Foundation of Canada (AKFC) with funding from Global Affairs Canada (GAC) to implement the Adolescent Girls' Education in Crisis Initiative (AGENCI). This four-year project focuses on enhancing the empowerment of adolescent girls and female youth in South Sudan through life skills, mentorship programs, support to reduce financial barriers, and community engagement among others.

### General Duties

The AGENCI Monitoring & Evaluation (M&E) Specialist will provide leadership on M&E activities and ensure quality oversight in order to meet project obligations and donor requirements. The M&E Specialist is expected to provide technical expertise to ensure efficient, effective and timely planning and execution of the various project M&E processes and activities. The M&E Specialist will also deputize the AGENCI Program Manager. Specifically, the M&E Specialist is responsible for the following:

- Implementation of the AGENCI monitoring framework, using GAC's Results-Based Management principles;







- Ensuring M&E tasks (such as planning, coordination of monitoring and data collection activities, training of staff, etc.) are effectively carried out in accordance with the expectations of the donor;
- Developing and updating monitoring and evaluation systems (such as the Performance Management Framework) linked to key indicators for the purpose of informing program activities and reporting to the donor, and supporting continuous improvements in the process;
- Providing high quality technical expertise on planning, development and implementation of M & E systems to AGENCI staff and local counterparts;
- Ensuring regular communication and coordination with regard to the collection, coordination and exchange of M&E information with project staff in South Sudan, AKFC counterparts, and Canada-based WUSC staff; and
- Ensuring all AGENCI program activities develop and apply M&E systems which meet the evidence-based data collection requirements.
- Assist the Program Manager AGENCI in the management of the project

#### **M&E Design/Quality Assurance**

- Develop tracking and monitoring tools for routine tracking and collecting of monitoring information;
- Ensure project tools are being used effectively by project staff and that the data they are collecting informs the results intended;
- Ensure that tools in use meet the needs of the project and that staff have the capacity to utilize them effectively for reporting and monitoring of progress;
- Identify training needs of staff working on the project and recommend actions for improving capacity with regard to M & E;
- Ensure that data collected through M & E processes is reliable, accurate and complete – to the extent possible in the project context; and
- Apply a continuous improvement approach toward all data collection processes.

#### **Data Collection**

- Ensure that M&E activities are completed in a timely manner to contribute to high quality and accurate reporting;
- Manage on-going data collection processes, analyses and internal verification for project evaluation purposes;
- Identify monitoring needs based on program implementation and collect data that effectively informs on-going progress;
- Ensure that accurate and complete monitoring, evaluation and data collection and files are set up, maintained and updated;
- Support qualitative data collection for the purposes of documentation and dissemination of lessons learnt; and
- Support planning, logistics and coordination of WUSC staff and AGENCI consultants or technical assistance visits as required.







### Reporting Duties:

- Ensure timely and regular monitoring and evaluation data is shared with AGENCI colleagues to feed into reporting cycles in an efficient and timely manner, in accordance with GAC standards;
- Ensure that regular updates on AGENCI monitoring and evaluation processes are communicated and shared with project staff;
- Assist as required with all relevant project reports;
- Respond to requests for information from WUSC and AKFC staff, project partners, and WUSC Senior Management; and
- Perform other duties as required.

### Program Management

Assist the Program Manager AGENCI to:

- Manage relationships with key project stakeholders, including project partners, government officials, and others;
- Collaborate with key stakeholders including local partners and Canada-based WUSC staff to develop key project planning deliverables (i.e. Annual Workplans and Budgets, Reports);
- Undertake a coordination role for all project governance, which includes convening regular team meetings with implementing partners and annual Regional Advisory Committee meetings, and representing AGENCI in an official capacity in-country;
- Oversee day-to-day coordination and delivery of project activities in conjunction with staff, technical advisors, and partners; and
- Lead WUSC's efforts to leverage additional funds for WUSC activities in South Sudan, including working with teams in Canada to develop proposal documents and maintaining relationships with relevant South Sudan-based actors such as multilateral and bilateral donors.

### Qualifications:

- Master's degree in a relevant field or equivalent mix of education and experience;
- A minimum of eight years of experience in the field of monitoring and evaluation of development programs;
- Experience working with international development partners, international non-governmental organizations and donors, ideally with Global Affairs Canada (formerly known as DFATD or CIDA);
- Experience with monitoring and evaluation concepts and principles is required;
- Knowledge of quantitative data collection and analysis is preferred;
- Knowledge of international development, and with issues that impact refugees and host communities;
- Experience working with ethnically diverse communities and with projects implementing gender mainstreaming strategies; and
- Demonstrated high level written and verbal communication skills in English and ideally at least one other language commonly spoken in South Sudan.

### Application





WUSC's activities seek to balance inequities and create sustainable development around the globe; the work ethic of our staff, volunteers, representatives and partners shall correspond to the values and mission of the organization. WUSC promotes responsibility, respect, honesty, and professional excellence and we will not tolerate harassment, coercion, sexual exploitation or abuse of any form. Successful applicants will be required to undertake an enhanced criminal record check where appropriate.

WUSC is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Only those candidates selected for an interview will be contacted. No telephone calls please.

WUSC's Country Office is located at the South Sudan Council of Churches Main Office, Ministries Road, Next to UNHCR Offices, Juba. Effective March 21, 2022, WUSC will be moving to Scandic Premises, Plot No. 21[A], Block [BXVI] Hai Matar, Airport Road, Adjacent to Crown Hotel (Opposite Sahara Hotel), Juba. For more information contact [southsudan@wusc.ca](mailto:southsudan@wusc.ca)

If you wish to apply for this position, please to go:

<https://wusc.ca/careers/monitoring-evaluation-specialist-419/>

