

MEL Officer (Monitoring, Evaluation and Learning)- Vacancy

Organization: Amref Health Africa-Comitato Collaborazione Medica ETS (AMREF –CCM FOUNDATION)

Position: MEL Officer (Monitoring, Evaluation and Learning)

Number of Positions: (3)

Location: Field based(Kapoeta East, Kopoeta North and Tonj East)

Start date:ASAP

Type of Contract: Relocatable position

Reports to: Lot Coordinator/PM



Job Purpose

The Monitoring and Evaluation Officer (M&E Officer) will be providing support in monitoring and evaluating ongoing projects at PHC and Hospital levels.

The incumbent will be responsible for overall M&E and learning needs of the project and will come up with findings based on real data to show performance of the projects. The incumbent will also help Amref - CCM Foundation in strengthening its M&E functions based on their experiences from the project. M&E of the projects will be an assessment as well as support function hence the partners and Amref - CCM Foundation programme teams will get support through M&E findings in enhancing flow of information and its management. The incumbent will play role in promoting of key learnings for the improvement of the project and for wider leaning of the organization.

He/she will report to the Lot Coordinator/PM.

Main Duties and Responsibilities

- To supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- To analyze and discuss findings based on regular monitoring data
- Provide technical support on M&E and evidence-based recommendations to the relevant Programme Manager and Partners.
- Ensure that implementation of field activities adheres to Amref- CCM Foundation monitoring and evaluation system
- Support partners in conducting baseline surveys and KAP surveys
- Participate actively in programme planning process and budgeting of the programme quality and fundraising unit
- Support Lot Coordinator developing periodic reports.
- Support Lot Coordinator in dealing with any other tasks as may be required

Specific Responsibilities

Monitoring





- Develop project monitoring plan (PMP) of the projects in line with project overall programmatic, financial and procurement plans
- Coordinate with Partners for collecting data against agreed indicators
- Engage with Amref- CCM Foundation teams and partners to collect and manage essential data of their respective projects
- Ensure quality of data collected by staff and partners
- Provide feedback to project teams on projects' performance based on monitoring data findings
- Assist Programme Manager in building capacity of staff on Planning, Monitoring and Evaluation (PM&E)

Evaluation

- Assist Lot Coordinator in designing, coordinating and conducting project evaluations (mid-term and end-line)
- Assist Lot Coordinator in designing and conducting Post Implementation Monitoring Survey (PIMS)
- Assist Lot Coordinator in conducting Programme Data Review
- Support staff and partners in designing and disseminating research studies by providing relevant input

Reporting and Documentation

- Assist Lot Coordinator in developing quarterly, six-month and annual reports
- Develop and share field visit reports with relevant Amref- CCM Foundation staff
- Submit timely and quality reports as per Amref- CCM Foundation and donor requirements
- Provide inputs, information and statistics for monthly, quarterly, annual and other reports
- Assist in coordinating across the different components of the projects to ensure effective implementation of M&E
- Work with the County Health Departments staff to supervise data input into the DHIS
- Ensure all health facilities have the necessary data collection tools, report formats, equipment and supplies to render quality PHC and hospital services

Planning

- Assist Lot Coordinator during multi-year plan and budget (MPB) process to develop a good quality for the country programme (CP)
- Assist Lot Coordinator in reviewing project plans during annual budget process
- Ensure quality of data/ statistics in project plans
- Monitors the implementation of the work plans and project activities to ensure quality and adherence to the schedules

Learning and Sharing

- Share learning from M&E process with the wider team
- Support staff/partners in improving learning and sharing mechanisms in their projects
- Promote culture of two-way learning in the organization

Contribution to Effectiveness of the Programme and Amref- CCM Foundation



caring for those who care

- Work collaboratively with different programmes for strengthening integration and cross-learning in programmes
- Proactively volunteer for various team activities
- Show an eagerness to take on any other tasks assigned by the line manager

Qualifications and requirements:

- At least diploma or equivalent academic qualification in International Development, public health, Monitoring and Evaluation, Statistics, Epidemiology, Demography or related field
- At least 3-4 years of relevant work experience in similar role, working with humanitarian is added advantage
- Excellent written and spoken English and Arabic
- Proficiency in MS office and Excel
- Flexibility and willingness to work in remote areas



Application Procedure:

Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: recruitment.ssd@ccm-italia.org. Mention the **position** and **location**, you are applying for in the subject line.

Hand delivery to: Amref- CCM Foundation Juba Office located in Thong Piny, Airport Road (opposite Ruweng Coordination office) to the attention of the **HR Department – Amref- CCM Foundation** (please indicate the position you are applying for on the envelope).

Closing date: 28th September 2021

***Please Note:** Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified. Female candidates are encouraged to apply.*

Child Safeguarding and PSEA Commitments:

CCM has a zero tolerance for any form of abuse/harassment and staff are expected to uphold the organizational values. We are determined to keep our beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of vulnerable children and adults from any form of abuse.

