



NORWEGIAN REFUGEE COUNCIL (NRC)-SOUTH SUDAN

Vacancy Announcement

JOB TITLE:	Monitoring & Evaluation Officer
REPORTING:	Monitoring & Evaluation Team Leader
DUTY STATIONS:	Wau , Western Bhar el Ghazal State
DURATION AND TEPY OF CONTRACT:	4 Months renewable subject to funding
STARTING DATE:	As soon as possible
SALARY:	As per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Monitoring & Evaluation Officer is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

1. Role and responsibilities

The role of the M&E Officer is to support the Area Office in the implementation of Wau Urban Safety Nets Project, establish complaint and feedback mechanism, collects data and write project report. He/she regularly follow-up and compile area level monthly indicators progress tracking report and aggregate area level data with support from field CCs Project Coordinators/Officers. Enter and maintain online GORS data management system; train field team on M&E tools including monitoring tools, Mobenzi/mobile based data collection system, complaints/feedback mechanisms, reporting procedures and other M&E processes; Actively participate in project baseline and end line data collection.

REPORTING TO

Monitoring & Evaluation Team Leader

DUTIES AND RESPONSIBILITIES:

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Follow-up and compile quantitative project progress reports from different counties in CE area and submit aggregate area level program data,
3. Make sure project information are captured and reported timely with necessary disaggregation.
4. Update online GORS data management system on monthly basis and area level BSC reports
5. Support programme staff in planning for and executing M&E activities, including data collection methodology and tools development, and data management, analysis and use.
6. Support need assessments, baseline and end line surveys particularly field data collation using mobenzi, training and supervising enumerators, data entry and analysis.
7. Establish and implementation appropriate Complaints Response and Feedback Mechanism (CRFM) for all programs and create compliant database for the area
8. Ensure proper filing of documents
9. Ensure that the M&E Framework is implemented as per NRC M&E guidelines;

10. Compile and update Area Office monthly output tracking sheet, online GORS reporting, CRFM database, and submit reports and other information to Area Manager/M&E Team Leader as required including balanced score card (BSC);
11. Ensure project data is disaggregated by area/location, core competency, gender, type of beneficiaries (IDP, refugees, host community, returnee etc);
12. Support the preparation of detailed implementation plans and M&E matrix for all programs;
13. Actively participate on project grant start-up meeting and make sure M&E plan developed for each project;
14. Conduct regularly field visits to NRC operational areas with AM, project coordinators, officers including areas covered by partners (where relevant) to document, track and report on project implementation and to periodically review progress against work plans;
15. Participates in monthly, quarterly and annual review meetings with project partner staff and state departmental across relevant ministries;
16. Monitor and report on project activities, output and outcomes/impacts of all core competencies covered by the Area office, intervention and partners;
17. Lead area level project assessments, including PDMs, baseline survey, outcome measurement, and multisector area level assessments where relevant, using mobile data collection;
18. Closely work with program staffs to establish and implement Complaints Response and Feedback Mechanism (CRFM) for all programs including creating compliant database;
19. Develop tools for gathering information/data from the field and keep up to-date data required for timely and quality reporting;
20. To assist in the preparation and review of reporting formats and the review, verification and finalization of monthly, quarterly and annual progress reports in accordance with NRC and donor requirements;
21. Keep records of achievements including writing success/impact stories where required and challenges experienced during implementation for each grant/project and to carry out timely outcome and impact assessments based on which final reports are written;
22. Any other responsibilities given by the immediate supervisor.

Qualifications and Competencies

- University Degree preferably in Social Sciences, Statistics, Economics or other relevant discipline
- At least 3 years' monitoring and evaluation in field of humanitarian/development project
- At least 3 years' experience in cash transfer programming in urban setting
- Knowledge of data collection and data collection instruments (technology);
- Exposure to a wide range of information management systems related to humanitarian/development and/or operational (e.g construction) activities)
- Strong data analysis skills (qualitative and quantitative data analysis)
- Previous experience in managing large data sets for multiple projects/donors including online database management
- Experience working with statistical computer software packages (SPSS, Stata) and advanced skills in spread sheet.

Context/ Specific skills, knowledge and experience:

- High proficiency in Arabic (commonly spoken in Wau) with ability to explain an English text into Arabic without difficulties.
- Ability to ride motor bike with valid driving licences (please attach while applying)
- Knowledge of the context in which the organization operates. He /she must be familiar with Wau and all blocks /locations under Wau Municipal Council.
- Knowledge of the local languages. Ability to speak Luo, Balanda/Fartit is added advantage
- Highly approachable, trustworthy and confidential



NRC

- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
Good level of proficiency in Windows Excel and quantitative analysis (SPSS preferred)

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **20th August 2021**, in an enclosed envelope clearly marked "Application for Position of **Monitoring & Evaluation Officer , Wau Western Bhar el Ghazal State** (Hard copy only accepted)

Only short-listed candidates will be contacted, by e-mail or by phone.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Note: Due to the urgency of position, NRC will review applications on rolling bases and will select a suitable candidate before closing date.

