International Medical Corps

INTERNATIONAL MEDICAL CORPS – SOUTH SUDAN
Plot# 311-313, Block# 3-K South, Thongpiny, Juba, South Sudan
www.InternationalMedicalCorps.org

JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Job Title:	Senior M & E Officer (1 position)
Country Program:	South Sudan
Location of Position:	50% Juba and 50% Malakal field site
Position Opened for:	South Sudanese only (Internal & External)
Report Too	M & E Coordinator
Desired Start Date:	ASAP
Advertised date	6th November 2026
Closing Date for Applications	25th November' 2026

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at the highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance. Currently International Medical Corps works in Jonglei State (Pigi Canal, & Akobo) Malakal, Upper Nile State (Malakal, Fashoda, Manyo, Payikang & Renk) Western Bar el Gazel (Wau) , Unity State (Nyal), Central Equatoria state (Juba, Juba IDP Camp & IDU), Western Equatoria state (Yambio & Maridi) & Eastern Equatoria state (Nimule)

Summary of Responsibilities:

The role supports the design, implementation, analysis, reporting, and validation of nutrition assessments, including SMART, KAP, PDM, and IPC/FSNMS+ exercises, in collaboration with the Nutrition Coordinator, cluster, government counterparts, and humanitarian partners. Responsibilities include recruiting and training survey teams, supervising fieldwork, ensuring data quality, coordinating assessment budgets and logistics, and representing IMC in technical forums. The position also manages programme databases and timely reporting, maintains functional MEAL systems aligned with project frameworks and the Indicator

Approved.

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Performance Tracking Table, monitors progress across grants, identifies performance gaps, and builds staff capacity in data collection and analysis. It further supports community consultation and feedback mechanisms, secure complaints management, and accountability to affected populations, ensuring that reliable evidence and community perspectives inform programme decisions and improvements.

ESSENTIAL JOB DUTIES / SCOPE OF WORK:

SMART assessment design and planning

- Undertake and participate in needs assessment, including SMART/ KAP/PDM surveys organized by the IMC and requested by the nutrition cluster.
- In coordination with the Nutrition Coordinator, undertake the assessment design phase: collection of background information/desk reviews, protocol development including tools, determination of logistics and budget needs, and required equipment.
- Participate in field implementation, including training the survey teams, supervising data collection, data entry, data quality checks, and analysis.
- Participate in recruiting survey teams, considering local contexts and collaborating with the Ministry of Health, County Health Department (CHD), South Sudan's Relief and Rehabilitation Commission (RRC), local administration, and International Medical Corps field staff.
- Supervise data collection, conduct data reviews, data quality analysis, and ensure timely correction of potential data quality issues.
- Work on the all SMART assessment report, present to the NIWG/nutrition cluster, and ensure it is validated to the standard needed.
- Actively participate and represent International Medical Corps in national coordination forums, including the NIWG meeting, CMAM TWG, and other forums.
- Support to undertake IPC/FSNMS+ assessment across all counties and provide technical support requested by NIWG members, UNICEF/WFP/cluster/partners.
- Create and maintain smooth working relations and open collaboration with national government departments, local government, and key partners.
- Follow up on the budget allocated to nutrition assessment activities in liaison with the supervisors, Finance, and Logistics Departments and organize and follow up on all other procurements needed for the nutrition assessments.

Timely Data collection, recording and reporting

- Collect daily data from supported health facilities, enter it into the database (Excel), and submit weekly and monthly reports to the Juba office and relevant field-level stakeholders.
- Maintain and regularly update the cholera line list. Ensure all sector data is accurately recorded for use as a means of verification and quality assurance.
- Compile and submit monthly, quarterly, and annual reports for both internal and external reporting requirements.
- Maintain organized filing systems by printing and securely storing all standard weekly and monthly reports in hard copy.
- Keep the training database updated and ensure timely sharing of all training reports

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Routine monitoring, Accountability and capacity building

- Conduct regular field visits to supervise teams, ensuring all data collection forms are reviewed and signed by team leaders before leaving the field, and that teams revisit households with absent members at least once before closing field activities.
- Ensure accurate household selection and proper daily verification of survey equivalency and measurements, with precise recording of all data collected.
- Perform monthly data quality checks in coordination with the M&E Specialist to ensure accuracy and consistency of collected information.
- Maintain and update the project monitoring and tracking template on a monthly basis, documenting performance indicators and activity progress across all grants at the site. Promptly flag underperformance to the technical team for corrective action.
- Review and assess existing data management systems for each sector, identifying gaps and recommending system improvements as needed.
- Plan and conduct M&E capacity-building sessions based on identified knowledge and skill gaps.

MEAL system

- Ensure the M&E system components remain functional, relevant, and aligned with the Indicator Performance Tracking Table (IPTT) to monitor output, outcome, and impact indicators across relevant sectors.
- Support the development and maintenance of program databases and digital data collection tools by leveraging appropriate technologies.
- Organize and lead data collection activities in line with established project data collection and reporting workflows.
- Design and utilize tools to track project progress, identify bottlenecks, and develop user-friendly data collection instruments based on key monitoring indicators.
- Maintain a robust Monitoring & Evaluation (M&E) system that aligns collected data with the M&E framework and IPTT.
- Conduct regular field monitoring visits using standardized checklists and produce comprehensive monitoring reports.
- Perform periodic data analysis, ensuring triangulation with findings from other MEAL activities to enhance data reliability and decision-making.

Community-Based Feedback and Response Mechanism (CBFRM)

- Support the implementation and monitoring of the Community-Based Feedback and Response Mechanism (CBFRM), accountability initiatives, and related practices in coordination with the Accountability Officer and/or MEAL Coordinator.
- Ensure timely reporting of all data collected through the CBFRM by regularly updating the complaints database and informing the manager accordingly.
- Assist in implementing consultation methodologies to gather community preferences in alignment with the operational context.
- Uphold core principles and commitments related to accountability to affected populations (AAP), including those outlined in the IASC CAAP, Core Humanitarian Standard (CHS), and the Sphere Humanitarian Charter.

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Competencies & Requirements

- Degree in Public Health, business administration, Sociology, development studies, Statistics, or related discipline with more than 8 years of experience in SMART survey, monitoring and evaluation of health programs OR
- Diploma in nutrition, statistics, and administration with more than 10 years of experience in SMART surveys and MEAL data analysis
- Ability to conduct any form of survey/assessment in most hard-to-reach areas and experience in analyzing data and reporting.
- Excellent oral and written local language communication skills.
- Excellent interpersonal skills and the ability to work well in a team environment with problem-solving skills
- Excellent organizational and time management skills and a high level of attention to detail
- Knowledge of research and data collection methods and familiarity with statistical tools such as DHIS2, SPSS, Epi Info, SMART, STAT 01, and others (at least two).
- Fully computer literate with working knowledge of databases and Excel spreadsheet applications

Ethical Conduct at International Medical Corps

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics,* all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps

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HOW TO APPLY

Interested candidates who meets the above criteria, should submit their Applications (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC.

NB: Application can be Submitted to: SS-Recruiting@internationalmedicalcorps.org

Please note the application received will be reviewed on a rolling basis, and the position might be filled before the closing date

We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. ***Please do not submit your CV or application to this website, it will not be considered for review***

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