



### Job Advert



Position Title: M&E Coordinator

Location: Juba

Number of post: one (01)

Duration of Contract: 9 Months with possibility of extension depending on funding availability

Application Start: 26/05/2023

Application End: 14/06/2023

### **Organization Background**

*HelpEducation South Sudan* (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (**Reg. #696**) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

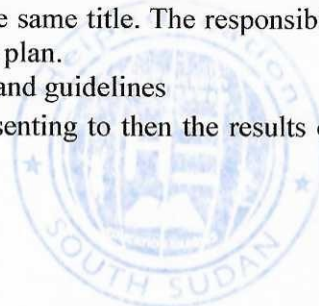
### **Scope of work**

Under the overall guidance and supervision of the Program Director, the M&E Coordinator will be responsible for the monitoring and ensuring high quality and timely inputs, and ensuring that the project is achieving its intended output using the indicators aligned in the log frame. Maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.

### **Main Duties and Responsibilities**

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Ensure adherence with HESS policies, tools, handbooks and guidelines
2. Lead learning sessions with beneficiaries and staff, presenting to them the results of beneficiary feedback.



3. Analyze the collected data and identify critical protection trends in areas of operation.
4. Make sure project information are captured and reported timely with necessary disaggregation.
5. Support programme staff in planning and executing M&E activities, including data collection methodology, tools development, data management and analysis.
6. Ensure proper storage and filing of data and documents
7. Ensure that the M&E Framework is implemented as per HIESS M&E guidelines;
8. Under the direct supervision of Program Director, the M&E Coordinator is responsible for day-to-day implementation of the Community Feedback and Response Mechanism
9. Ensure Feedback Mechanism briefings and information dissemination is provided on routine basis to local field staff as well as community members.
10. Support the conduct of or facilitate any required training for HIESS staff and partners on Client Responsiveness.
11. Lead learning sessions with beneficiaries and staff, presenting to them the results of beneficiary feedback.
12. Ensure the quality of data, in terms of both its accuracy and its breadth by ensuring reporting procedures and criteria are clear and followed.
13. Analyze the collected data and identify critical protection trends in areas of operation.
14. 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 HIESS and donor requirements;
15. Keep records of achievements and challenges experienced during implementation for each grant/project.
16. Support and carry out end of project evaluation/ outcome and impact assessments based on which final reports are written;
17. Any other responsibilities given by the immediate supervisor.
18. Support the preparation of detailed implementation plans and M&E matrix for all programs;

### **Key function, accountabilities, and related duties**

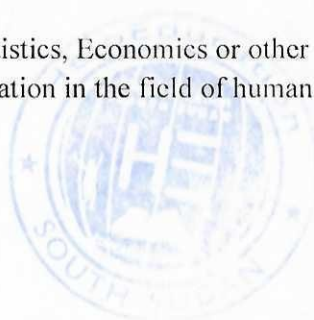
The M&E Coordinator is to support the program staff in the implementation of M&E processes, and providing inputs to project proposals and report writing.

He/she regularly follow-up and compile area level monthly indicators progress tracking report and aggregate area level data with support from field project coordinators/officers.

Enter and maintain online data management system; train field team on M&E tools including monitoring tools, 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.

### **Qualification Requirements**

1. University degree preferably in social sciences, Statistics, Economics or other relevant discipline
2. At least 3 years experience in monitoring and evaluation in the field of humanitarian/development project





3. Knowledge of data collection and data collection instruments (technology);
4. Exposure to a wide range of information management systems related to humanitarian/development and/or operational (e.g construction) activities.
5. Strong data analysis skills (qualitative and quantitative data analysis)
6. Previous experience in managing large data sets for multiple projects/donors including online database management
7. Experience working with statistical computer software packages (SPSS, Stata) and advanced skills in Excel spreadsheet.

## **SPECIAL CONDITIONS**

### ***HESS commitment to Safeguarding***

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the Inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

**Deadline for submission of applications is 14<sup>th</sup> June, 2023 at 5:00 p.m. Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3<sup>rd</sup> Floor, Hai Cinema, while the soft copies to be sent to: [ed.helpeducationssd@gmail.com](mailto:ed.helpeducationssd@gmail.com), and copy [nhial.helpeducationssd@gmail.com](mailto:nhial.helpeducationssd@gmail.com)**

**Only shortlisted candidates will be contacted via e-mail or phone,**

**The position is open for South Sudanese Nationals only; women are strongly encouraged to apply!**

