



Monitoring and Evaluation Coordinator

Finn Church Aid (FCA) is Finland's biggest development co-operation organisation and the

second biggest organisation in Finland working in humanitarian aid. Finn Church Aid is a member of the ACT Alliance (ACT), an alliance of faith-based development and humanitarian

aid organisations forming one of the world's largest aid organisations.

FCA is seeking for an experienced Monitoring and Evaluation Coordinator to support the

implementation of Finn church Aid programmes in South Sudan

Job Title	Monitoring and Evaluation Coordinator
Position Open for	SOUTH SUDANESE ONLY
Start date	As soon as possible
Duty Station	Juba - with travels to field locations
Closing date	Thursday 9 <sup>th</sup> June 2022 at 16:00hrs
Duration of contract	12 Months with Possibility of Extension

**PRIMARY PURPOSE OF THE POSITION**

Ensure that the country program has a robust MEAL system in place. This includes working with all budget holders to ensure programs have practical MEAL plan.

**MAIN RESPONSIBILITIES**

- Supports program staff in ensuring that planning and monitoring tools and MEAL plans are incorporated in the proposal writing stage.
- Ensure that all projects are set to contribute and aligned well to the SSUCO Country Programme and FCA Global Programme objectives.
- Act as the country office focal point on MEAL providing support to all project managers.
- In collaboration with the relevant program managers, lead various assessments and project and country office evaluations
- Ensure that project monitoring systems enable data collection on the FCA Global Programme indicators and donor requirements
- Support in Country Programme Annual Planning and Reporting processes.
- Design MEAL plan together with all budget holders and project managers for all projects ensuring that all activities and results meet FCA and donor quality standards.
- Support Project Managers and budget holders to develop and implement realistic monitoring plans for individual projects that capture quantitative and qualitative data for comparison against baselines, goals, and objectives.
- Support Project Managers in routine monitoring of their projects and ensuring that activity information is collected in an efficient and timely manner providing reports to that effect accurately reflecting field level conditions.





- Maintain an effective information database for projects which include monitoring data on activities, indicator data results, targets (including indicators) and progress reports.
- Supports the roll out of FCA wide PME tools, including the SAMPO online programme/project management system
- Participates in the FCA MEAL Community of Practice
- Serve as the primary focal point person for all monitoring and evaluation related work.
- Take the lead in baseline surveys, end line surveys, PDMS (post distribution monitoring) as well as Evaluations and impact assessments.
- Develop and refine various data collection instruments (both quantitative and qualitative).
- Support Head of Programs to produce reports (monthly, quarterly, annual and final) in a timely manner and document good practices, lessons learned, trends, implementation issues, etc.
- Train FCA staff in use of KOBO Toolbox
- Perform any other duties as assigned by the line manager.

**Special Task:**

- MEAL If delegated, could work as a budget holder in the absence of a budget holder\*
- Competence, experience, skills, knowledge needed

**Competence, experience, skills, knowledge needed**

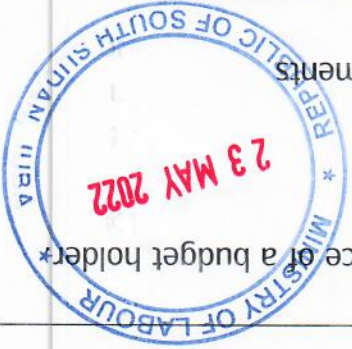
- Applicants for this position MUST possess the following requirements

**Essential**

- A minimum of a Bachelors' degree in development related subjects preferable, such as Economics or Statistics with a minimum of 5 years' experience in Monitoring and Evaluation.
- Demonstrates substantial experience in a MEAL or programming role.
- Demonstrated ability in Data Collection, Data Management and Analysis.
- Computer skills in communication, MS Word, PowerPoint, KOBO Toolbox and the use of databases based on Excel or MS Access. Knowledge and skill on data analysis such as like SPSS.
- Excellent written and spoken English.
- Good communication and analytical skills.
- Good knowledge of project cycle management and development.
- Demonstrated ability to work under pressure and to deliver quality work that meet deadlines.
- Experience living and working in challenging settings and willingness to travel to remote locations when necessary.
- Independent, pro-active, capable of organizing his/her own work

**Desirable**

- Motivated, proactive, flexible, and innovative team player with excellent communication skills
- Ability to work in insecure environments and stay in simple living conditions
- Willingness to travel extensively in remote areas



Twelve (12) month contract, including a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on performance and further funding. The compensation is based on FCA Salary System and depends on prior work experience.

### How to Apply

Please apply by sending both a detailed curriculum vitae and a motivation letter in English with the names and recent email address of referees (telephone and official email addresses) and

copy of national ID cards by Thursday 9<sup>th</sup> of June 2022 16:00 PM to

[Admin.Ssusco@kua.fi](mailto:Admin.Ssusco@kua.fi) and Hard copies of your application can be hand delivered to Finn Church Aid office in Juba, Bipharm road, behind Midan Rembo.

Only candidates who meets the minimum requirements will be contacted for interviews

Note:

- Due to the urgency of the position, the applications will be reviewed on rolling basis and applications who fulfill the minimum requirements will be contacted for interviews.
- FCA is an equal opportunity employer with zero discrimination policy
- FCA has commitment to Child safeguarding, Protection of Sexual Exploitation and Abuse, and Anti-Corruption/Fraud and Money Laundering Policies

