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Approved by
Inspector of Labour
28/8/2024
[Signature]
28 AUG 2024



Vacancy Announcement

JOB TITLE	Project M&E Officer
REFERENCE NUMBER	UNH/JB/2024/MEO
JOB TYPE	Full Time
REPORTS TO	Primary Health Care Officer
DUTY STATION	Pochalla
NUMBER OF POST	01
DURATION	12 Months with possibility of extension depending on performance and availability of funding
OPEN TO	South Sudanese only
OPENING DATE	August 26, 2024
CLOSING DATE	September 14, 2024 at 3:00pm

Background:

United Networks for Health (UNH) is a non-political and non-profitable South Sudan based National Non –Governmental Organization (NNGO) dedicated to the implementation of humanitarian and development programs by supporting the National efforts in addressing South Sudan Health, Nutrition, WASH, Food Security and Protection that post Public Health threats within the integrated public health programming. UNH is seeking to recruit a Project M&E Officer to be based in Pochalla, Greater Pibor Administrative Area to support the County Health Department in M&E activities under Health Sector Transformation Project (HSTP) UNH is implementing. Applicants should be in alignment with UNH organization culture, values of Respect, Dignity, Accountability, Impartiality and Professionalism and its vision of improving the quality of lives of people affected by poverty and disasters.

Position Overview:

The M&E officer will be an integral part of the Health Sector Transformation Project (HSTP) UNH is implementing in Pochalla County of Greater Pibor Administrative in partnership with UNICEF and MoH. The M&E officer will be responsible for the M&E function of the Project including overall monitoring and evaluation; collecting/collating baseline data/information and reports; developing indicator tracking system for monitoring performance and implementation of project activities; providing technical support to the CHD with meeting project reporting requirements, producing monthly and quarterly and other related reports and presentations on HSTP performance; generating



data and information to support evidenced-based planning and decision making in relation to the HSTP, preparing the TORs and providing technical support for the HSTP end of project evaluation.

Summary of Key responsibilities:

- Lead the design of HSTP monitoring and surveillance system and implement the M&E activities set out in the HSTP M&E farmwork.
- Provide input into the design, implementation and dissemination of evaluations, special studies and assessments under the project.
- Coordinate the regular review of progress towards achieving stated goals and objectives of the project activities and the overall programme.
- Assist in building M&E capacities in the CHD to enable them to monitor and evaluate their own efforts, gather relevant data and produce progress reports in relation to HSTP activities.
- Liaise with County, State and National information management units for effective coordination of the project under the technical guidance of the Project Manager.
- Ensure standardized M&E tools are used in all areas of the project (HSTP).
- Work closely with CHD to timely and accurately enter project data through DHIS2.
- Prepare weekly, monthly and quarterly M&E reports as needed by UNH, UNICEF, national and state Ministry of Health (MOH) and CHD.
- Lead the preparation of quarterly Detailed Implementation Plan (DIP) and Indicator Performance Tracking Table (IPTT) for the project.
- Maintain respectful and constructive relations with UNH and CHD staff, and partner and community.
- Work closely with CHD and technical staff to ensure a sensitive, functional and accurate health and nutrition surveillance database.
- Analyse the monthly monitoring data with a view toward making recommendations for improving the effectiveness of each program component.
- Conduct M&E training for project staff and partners of the project.
- Develop systems to efficiently store and protect health monitoring and surveillance data.
- Process monitoring and surveillance data in alignment with MOH and UNICEF formats.
- Ensure timely recording of data at the facility and county level. Check completeness and report errors to improve overall data quality.
- Ensure that monthly monitoring data is compiled and presented in an easy-to-understand format. Make recommendations as appropriate for improving project results.
- Contribute to the preparation of project monitoring and progress reports and donor reports of program results for dissemination at all levels.



- Ensure that UNH HSTP is being implemented in accordance with the Ministry of Health and UNICEF policies and along international protocols, guidelines and best practices.
- Troubleshoot problems quickly and make design changes for improving project results.
- Represent UNH at Health/Nutrition CHD/Cluster meetings.
- Undertake frequent, extended field visits to the peripheral health facilities and BHI areas of intervention to evaluate and improve the planning, programming, implementation and monitoring of HSTP.
- Receive reports from the BHI and health facilities and provide timely feedback to health facilities/BHI
- Apply MOH and UNICEF corporate tools to record data and assess the technical soundness of the operation and generate data for evidence-based decisions.
- Through a consultative process within the country team and field assist in the development of strategies, methodologies, contingency plans that respond to new and emerging operational challenges.
- Assist in monitoring compliance to the organization's safeguarding policies, providing support and taking corrective action where required.
- Provide inputs for the country operations plan as well as help prepare funding submissions, appeals and regular reports as required
- Perform any other duties assigned by his/her supervisor.

Qualifications

- Bachelor's degree in public health, health informatics, epidemiology, monitoring & evaluation, medical statistics, health economics, or a related field from a recognised University/Institution.
- At least 3 years+ of experience in healthcare monitoring, evaluation, research, and learning roles, preferably in the development sector or NGOs.
- Good work experience in developing and implementing MEAL frameworks and managing databases for health programs or projects.
- Experience in promoting accountability, learning, and knowledge sharing within organizations or projects.
- Strong quantitative data skills, including in the design of data collection tools, the management of databases, and analysis of quantitative data.
- Good experience in designing and conducting evaluations, impact assessments, and learning studies.
- Working knowledge and willingness to expand database proficiency in one or more data analytics or programming software i.e., SPSS, Power BI etc.
- Excellent written, oral, and cross-cultural communication, presentation, and report-writing skills.



- Demonstrated strong critical thinking, problem-solving, and data analysis skills.
- Familiarity with digital health technologies, health information systems, and data protection regulations is advantageous.

Job application procedure

Candidates that know that they meet the above criteria and have what it takes to excel in the above position should send their applications (cover letter, 4 page CV, ID and your one highest academic and professional certification document as only an attachment with 3 professional referees) to Recruitment@unhss.org the title as "M&E Officer – UNH/JB/2024/MEO" in the subject line, or hand delivery to UNH office along Munuki Mia Saba Road.

Due to the urgency to fill the position, CVs will be reviewed on a rolling basis. Deadline: 03.00 pm – September 14, 2024.

Only shortlisted applicants will be contacted. Female candidates are encouraged to apply.

Key Notes:

1. UNH is an equal opportunity employer and does not charge a recruitment fee or any other fees at all stages of the recruitment
2. Any form of canvassing will lead to automatic disqualification
3. Females & People living with Disability who suit the JDs are encouraged to apply
4. Address your application to; The Human Resource of United Networks for Health South Sudan.

