



JOB ADVERTISEMENT

Job Title:	M&E Officer (1 position)
Job Reference:	M&E/2024/11
Job Type:	Full-time
Duty Station:	Greater Pibor Administrative Area
Reporting Line:	1. Technically to the PMEAL Coordinator 2. Thematically to Field Coordinator/Team Leader
Location:	Pibor
Deadline:	November 22, 2024
Email:	hr@hacsouthsudan.org

Organizational Overview:

Help a Child is an International Christian Humanitarian Organization established in 1968 with its headquarters in the Netherlands, country offices in India, and seven African Countries including South Sudan. We provide a future for children living in poverty, their families, and their entire communities. We achieve this by empowering vulnerable communities, enabling them to independently and sustainably enhance their living conditions and opportunities.

Job Summary:

The Monitoring and Evaluation (M&E) Officer will oversee the design, development, and implementation of an effective monitoring and evaluation system for ECD Pilot Project in Pibor. This role involves using a variety of tools for data collection, analysis, and reporting to ensure high-quality performance tracking and evaluation.

Key Responsibilities:

1. Design and Implementation: Develop and implement M&E frameworks and tools that accurately track project activities and outcomes.
2. Data Collection: Lead the collection of data using various methodologies e.g., surveys, interviews, focus groups and analysis (e.g., Kobo, Excel)
3. Data Analysis: Analyse data to produce actionable insights, trends, and reports to inform decision-making.
4. Reporting: Prepare comprehensive M&E reports, including visualizations and presentations, to communicate findings to stakeholders.
5. Capacity Building: Train project staff and partners on M&E processes and tools to enhance data collection and reporting accuracy.
6. Compliance and Quality Control: Ensure all M&E activities comply with organizational standards and quality control measures.
7. Feedback Mechanism: Establish mechanisms for feedback and continuous improvement of the project and keep a record of the feedback



Qualification Requirements:

a) Required Education Qualification:

Educational Background: minimum diploma in Statistics, Social Sciences, Development Studies, or a related field with minimum 3 years of relevant experience in monitoring and evaluation, preferably in education, child protection and or nutrition sectors/fields.

b) Required Competencies and Experiences:

1. Technical Skills: Proficiency in M&E tools and software e.g., Kobo Excel. Strong analytical and problem-solving skills.
2. Communication: Excellent written and verbal communication skills. Ability to present complex information in a clear and concise manner.
3. Interpersonal Skills: Strong teamwork and facilitation skills. Ability to work effectively with diverse stakeholders.
4. Ability to work in a fast-paced environment
5. Strong Christian who believes in fairness, humanity, faithfulness, and integrity
6. Strong and good writing skills
7. Cultural sensitivity and ability to work in a diverse cultural context
8. Ability to maintain confidentiality and handle sensitive information
9. Mandatory strong documentation and reporting skills
10. Ability to work independently and as part of a team
11. Strong advocacy and negotiation skills

Benefits:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Dynamic and supportive work environment
- Chance to make a meaningful difference in the lives of vulnerable children and communities

Competencies

<p>Integrity</p> <p>Maintain generally accepted and social ethical standards in activities that have to do with the position</p>	<ul style="list-style-type: none">• Accepts responsibility for own decisions and actions.• Compliant with internal standards and HAC values, even when this could lead to disadvantage, tension, or conflicts.• Does what he/she says and keeps promises and appointments.• Respect and protect entrusted confidential information.• Provide information on his / her opinion on business ethics, safety, and the environment.
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<p>Cooperation</p> <p>Actively contributing to joint results, even when the subject involved is not of immediate personal interest. Sharing information and knowledge with others.</p>	<ul style="list-style-type: none"> • Ready to collaborate with other disciplines or organizational units. • Appreciates information and knowledge sharing. • Encourages teamwork and enhancement of working relationships. • Is willing to make concessions to get a step ahead as a group. • Initiates collaboration between different groups to achieve a joint result.
<p>Beneficiary orientation</p> <p>Anticipating the interests of beneficiaries. Giving high priority to service preparedness and beneficiary satisfaction.</p>	<ul style="list-style-type: none"> • Proposes the beneficiaries that best fit current and future needs. • Discusses (unwise) choices from the beneficiaries/partners and makes improvements and informed decisions. • Investigates the satisfaction and further needs of the beneficiaries/partners after delivering the services.
<p>Networking</p> <p>Building relationships and networks that prove to be useful in achieving goals. Making effective use of informal networks to get things done.</p>	<ul style="list-style-type: none"> • Encourages colleagues and partners to maintain and expand their internal and external contacts and makes suggestions. • Bring internal relationships/networks into contact with external relationships/networks. • Asks friends to collaborate in making contacts with potential relationships and/or networks. • Uses own network to achieve the goals of others. • Uses the relationships from the own network to realize the goals of the project and Help a Child.

Value Proposition

Help a Child offers the opportunity to become part of an ambitious, child-centered, and Christian international NGO with a dedicated team of professionals motivated to maximize impact. Help a Child offers a fair pay and benefits package that is justifiable to our donors. Furthermore, you will be offered a fixed-term contract for one year with three months' probation period. The contract may be extended depending on funding, your performance, and fit within the team.

How to Apply:

If you are a motivated and experienced Social Worker looking to join a team dedicated to making a difference in the lives of children and communities, please submit your application to hr@hacsouthsudan.org by **November 22, 2024**. Ladies are highly encouraged to apply. Help a Child has zero tolerance for Sexual Exploitation and Abuse (PSEA), and discrimination based on gender, race, color, or physical status.

Due to the urgency of these positions, Help a Child will be reviewing the application on a rolling basis and might fill the positions before the deadline.

Note: Only shortlisted candidates will be contacted for an interview.

