

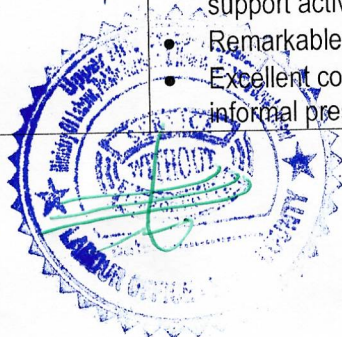


THE
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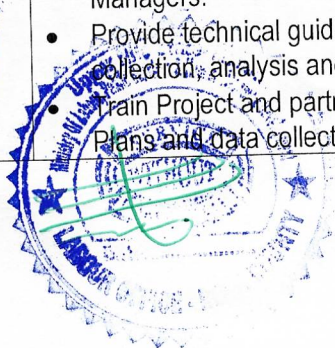
World Service

member of actalliance

Position Description	Position Title: Planning, Monitoring, Evaluation and Reporting (PMER) Officers (2 Posts)
Place of Assignment:	Magwi and Renk Field Offices
Application Dateline:	13/09/2024 30 th /09/24.
Supervisor's title:	Area Coordinators-Magwi and Renk Field Offices with Technical support from the PMER Manager
Supervises:	Information Management Assistants
Grade of the position:	TBD in consultation with HR
Work Time	100%
Average travel days per year	<input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input type="checkbox"/> none
Content of the position	
Purpose	To assist in developing, managing and implementing monitoring and evaluation systems to ensure effective tracking of project implementation in compliance with PMER standards and practices and provide information for planning and management of project activities.
Required Qualifications	<ul style="list-style-type: none"> • University degree, preferably in statistics, quantitative economics, social sciences, international development, political science, demographics, project management, and other related disciplines. • PGD in M&E, Information Management, Information Systems, Data Science, Business Intelligence & Data Analytics, etc is an added advantage • At least three (3) years of prior experience in monitoring and evaluation for international development or humanitarian programs especially in Education, WASH, Health, MHPSS, Protection, Emergency Shelters and NFIs, Food Security and Livelihood sectors. • Experience in computer-based statistical analysis and visualization packages (Epi Info, SPSS, SAS, STATA, R, Power BI, Tableau, etc) as well as mobile data collection tools (KoBo, ODK, Ona, Commcare, SurveyCTO, iForm Builder, Teamscope, etc) • Proven experience in using Project Management Systems (Newdea, Toladata, DevResults, Logalito, ActivityInfo, M&E online etc) • Sound understanding of Project Cycle Management and support activities. • Remarkable experience in conducting studies or evaluations. • Excellent communication skills and ability to make formal and informal presentations both oral and written, as well as



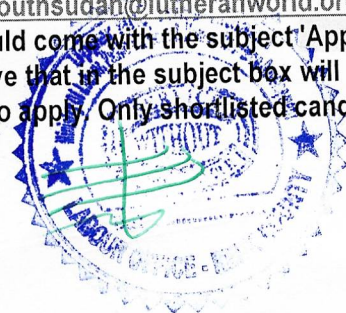
	<p>produce professional and analytical reports and learning documents</p> <ul style="list-style-type: none"> • A high level of interpersonal and management skills and the ability to establish effective working relations with various stakeholders. • Must be result-oriented and able to work under pressure and tight deadlines • High level of integrity 		
Additional Study and Experience	<ul style="list-style-type: none"> • Demonstrated experience with PRM/BfdW/ACT-CoS/ALWS/Kerk in Actie's compliance and reporting requirements. • Familiarity with PRM/BfdW/ACT-CoS/ALWS/Kerk in Actie's M&E requirements • Commitment to enhance staff capacity in M&E and Project Management. • Demonstrated leadership and excellent interpersonal skills. • Applicants are required to be in sympathy with the core values of LWF. 		
LWF Core Skills	<table border="0"> <tr> <td> <ul style="list-style-type: none"> • Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others </td> <td> <ul style="list-style-type: none"> Level advanced Level advanced Level resource Level advanced Level resource Level advanced </td> </tr> </table>	<ul style="list-style-type: none"> • Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others 	<ul style="list-style-type: none"> Level advanced Level advanced Level resource Level advanced Level resource Level advanced
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Required Skills	<table border="0"> <tr> <td> <ul style="list-style-type: none"> • Attention to details • Communication • Capacity-building/training • Confidentiality Management • Facilitation / Negotiation • Innovation • Information Management • Networking • Online Communication </td> <td> <ul style="list-style-type: none"> Level advanced Level advanced Level resource Level advanced Level resource Level resource Level advanced Level resource Level advanced </td> </tr> </table>	<ul style="list-style-type: none"> • Attention to details • Communication • Capacity-building/training • Confidentiality Management • Facilitation / Negotiation • Innovation • Information Management • Networking • Online Communication 	<ul style="list-style-type: none"> Level advanced Level advanced Level resource Level advanced Level resource Level resource Level advanced Level resource Level advanced
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Position Environment and Dimensions	<p>Internally, interacts with Area Coordinator (direct supervisor), PMER Manager (functional supervisor), Project Manager/Coordinator, Program Coordinator, Program Development and Quality Coordinator and Senior PMER Advisor in Nairobi.</p> <p>Externally, interacts with local partners (Sub-grantees), other like-minded NGOs and external evaluators.</p>		
Main duties	<ul style="list-style-type: none"> • Develop and implement Monitoring and Evaluation systems for effective monitoring of results in liaison with the Juba PMER Manager • Ensure proper operation of Project Management Information Systems (PIMS) through data updates, regularly checking on data quality in collaboration with the project officers and Managers. • Provide technical guidance to Project Management on data collection, analysis and reporting. • Train Project and partner staff on the use of the Project M&E Plans and data collection tools. 		



	<ul style="list-style-type: none"> • Prepare or review periodic project progress reports - monthly, quarterly, semi-annual and annual reports • Monitor the progress of ongoing projects to ensure adherence to set standards, specifications and agreed implementation time schedules; • Liaise with other partners to monitor and evaluate aspects of IDP, Returnees and host communities' service deliveries through continuous participatory assessments • Conduct Market assessments, Onsite and Post Distribution Monitoring • Facilitate outcome assessments and satisfaction surveys to improve program quality and delivery • Facilitate the design and implementation of baseline, mid-term, end line and impact evaluations. • Contribute to the development of case studies, success stories and lessons learned to demonstrate the impact of LWF's work and inform future programming; • Advise and make appropriate recommendations to Management on identified project implementation strategies, project targets and operational problems through reports, review meetings and site visits. • Lead the process of updating and sharing the consolidated work plan and Integrated IPTT on a Monthly basis • Ensure periodic sharing of timely and high-quality data on education, WASH, health, emergency shelters and NFIs, food security, livelihoods and protection with the management, clusters and other partners when required • Sending reminders to Project officers and Managers about internal and donor reporting deadlines and ensuring the right templates are used • Support data quality assessments and verifications to assure validity and reliability of program data. • Participate in periodic planning meetings to review progress and share M&E best practices. • Secure information by completing data backups both offline (external hard drive) and online (SharePoint).
Special duties	As may be assigned by the direct/technical supervisor.
Major Challenges	<ul style="list-style-type: none"> • Enhancing the capacity of project and partner staff in M&E and reporting. • Ensuring accuracy and reliability of program data. • Ensuring LWF's digital platforms are fully utilised.

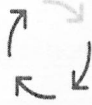
Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Renk and Magwi through email recruitment.southsudan@lutheranworld.org. Hand delivery is accepted. Applications by email should come with the subject 'Application for PMER OFFICER'. Applications that don't have that in the subject box will not be considered. Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.



Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks to be done by the LWF Human Resources office.



MISCONDUCT DISCLOSURE
SCHEME

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

