



Issued on: 13<sup>th</sup> April 2017

Deadline For Application: 27<sup>th</sup> April 2017 at 5 pm

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<b>POSITION TITLE:</b>	<b>NATIONAL M&amp;E OFFICER</b>	<b>GRADE LEVEL: SB4 STEP 5</b>
<b>CONTRACT TYPE:</b>	<b>NATIONAL PERSONNEL PROJECT (NPP)</b>	<b>DUTY STATION: JUBA</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>FAO-SOUTH SUDAN</b>	<b>DURATION: 6 MONTHS WITH POSSIBILITY OF EXTENSION</b>
<b>ELIGIBLE CANDIDATES:</b>	<b>SOUTH SUDANESE ONLY</b>	<b>ANTICIPATED START DATE: IMMEDIATELY</b>

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**GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED**

Under the general supervision of the FAO Representative in South Sudan, the guidance of the Senior Programme Officer, and direct supervision of FAO M&E Officer and in consultation with the relevant Technical Units in FAO Headquarters, FAO Regional and Sub-regional Offices, the incumbent will assist in the development and implementation of FAO South Sudan's M&E system with particular focus on results based monitoring, data collection, analysis and reporting aimed at ensuring consistent result-oriented performance management of projects and programmes under FAO South Sudan's responsibility, as well as FAO South Sudan's Country Programming Framework (CPF).

In particular, the incumbent will:

- Provide M&E technical support to field offices, especially on process monitoring for all operationally active projects (development and emergency);
- Support the rollout and continuous implementation of results monitoring at all levels, including outcome monitoring at community and household levels;
- Supervise data collection process carried out by enumerators and/or field monitors during surveys;
- In consultation with the M&E Expert, carry out data analysis and prepare monitoring reports highlighting areas and/or issues for Programme Unit and management attention;
- With the support of the M&E Expert, prepare M&E framework including result-oriented M&E tools for all planned and operationally active projects;
- With the support of the M&E Expert, contribute to the development of targeted knowledge management and learning methods and tools within the Programme Unit;
- Regularly review the status of implementation and achievements of projects and provide recommendations for evidence-based planning and programme adjustments;
- Ensure evaluation reports, monitoring reports and study reports are received and collated in the M&E information system;
- Consolidate monthly project update;
- Work closely with the Operations Unit to ensure all Letters of Agreement (LoAs) are accompanied with clear reporting tools for partners;
- Support in formulation and updating monitoring tools and guidelines as guided by the M&E Officer;
- Update FAO South Sudan monitoring database on regular basis;
- With the support of the M&E Expert, develop M&E framework for the CPF and regularly review the status;
- Participate in the ICF/UNDAF M&E Working Group;
- Participate in designing of concept notes and project proposals focusing on the logical/results framework;

- Liaise with Ministry of Agriculture and other relevant ministry offices on M&E related issues; and
- Perform any other related duties as assigned.

**Minimum requirements:**

Education:

- University degree in Project Management, Development Studies, Statistics or related field. A Masters degree will be an added advantage.

Work Experience:

- At least 5 years work experience in M&E of development and emergency projects.
- At least 3 years work experience using databases, data analysis (SPSS), spread sheets, or similar systems (MS Access, etc.)

Languages:

- Working knowledge of English and local Arabic.

IT Skills:

- Analytical and computer skills, including knowledge of database systems, standard spread sheets and other relevant statistical software including SPSS.

Competencies:

- Attention to detail and accuracy.
- Oral and written communication and presentation skills;
- Ability to maintain accurate records, perform detailed work and handle a large volume of work quickly and accurately under time constraints.
- Able to work independently with minimum supervision.
- Ability to work effectively with people of different national and cultural backgrounds.

Interpersonal Communications and Teamwork Skills:

- The incumbent must possess teamwork spirit, flexibility and ability to undertake regular field visits. Tact and courtesy. Ability to establish and maintain effective working relationships with people of different national and cultural background.

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**TO APPLY:**

Send your application to:

Candidates are requested to submit a covering letter quoting the Position Title and Vacancy Announcement No. **FAO/04/2017** along with their current/detailed Curriculum Vitae and FAO Personal Profile Form (PPF) available <http://www.fao.org/employment/irecruitment-access/en/>. E-mail is the preferred means of receipt and the application should be sent to [FAOHR-South-Sudan@fao.org](mailto:FAOHR-South-Sudan@fao.org)

Alternatively the Applications can be Dropped at FAO South Sudan Office in UN House. clearly marked with the VA Number

Applications must be received by the deadline. Late applications will not be considered.

Only short listed candidates meeting all essential qualifications will be contacted.