

**VACANCY ANNOUNCEMENT**

**Only South Sudanese Nationals should apply**

The office of the **Danish Refugee Council, Southern Sudan** is currently looking for a highly qualified candidate for the position of:

**Monitoring and Evaluation/Data Base Manager** to bebased in Juba but with frequent travels to DRC Offices in CES and NBEG States

**Background**

Danish Refugee Council (DRC) has been present in South Sudan since 2005 and currently has operations in Central Equatoria (Juba and Terekeka Counties), and in Northern Bahr El Ghazal (Aweil South & Centre). The objective of the Danish Refugee Council’s South Sudan programme is *“To support protection and provision of durable solutions on the basis of human rights and humanitarian principles for refugees, IDPs and people returning to South Sudan”.*

**About the position**

The **Monitoring and Evaluation/Data Base Manager** is responsible for assisting to develop and launch the monitoring and evaluation system DRC South Sudan. He/she is part of the Senior Management Team and reports directly to the Deputy Country Director. He/she will directly manage the work of two data assistants and coach/support staff in carrying our data gathering and in analysis. He/she will produce reports and work with management and staff to analyze data for programmatic decision making.

The **Monitoring and Evaluation/Data Base Manager** is responsible for assisting in the development of standard baseline, monitoring and evaluation tools and training staff (and where appropriate beneficiaries) in their use. The **Monitoring and Evaluation/Data Base Manager** will ensure quality in the gathering of data and its input into the M&E system.

He/she will work closely with program staff and community members to ensure that lessons learned through review and the impact of DRC’s interventions is tracked and reported. Key areas of intervention include the Community Driven Development pilot project, involving DRC and its human security unit, the Danish Demining Group as well as agricultural and other livelihoods interventions. He/she will ensure capacity to collect data is raised and data is correctly and routinely collected before, during and after interventions to adequately measure the positive (or unintended negative) impacts. Regularly analyzes collected data, and provides reports to management for decision making and identifies any area where improvements can be made including changes to project implementation, management, data collection etc. He/she proactively makes recommendations for adjustments or alternative strategies.

The **Monitoring and Evaluation/Data Base Manager** produces monthly and quarterly qualitative and quantitative reports regarding the beneficiaries, relevance of activities, outcomes and impact of project components.

The **Monitoring and Evaluation/Data Base Manager** will assist with data entry as needed to ensure timeliness of reports. The Monitoring and Evaluation Officer/Data Manager will have direct responsibility for the M&E system and Data Base system management.

**Main Responsibilities and Duties:**

*M&E system, Data Collection and Analysis*

* Develop monitoring and evaluation framework for DRC South Sudan with a focus on enabling the measurement of progress and tangible positive impacts of DRC’s activities in the lives of returnees and host communities
* Work with DRC Consultant(s) and other relevant staff such as Project managers, DDG AVR Advisor and DDG M&E Officer, to develop harmonized baseline, monitoring and evaluation tools through establishing data requirements for each project and ensuring cross cutting issues are adequately tracked such as gender, age, diversity, and conflict sensitivity.
* For each program component, identify the information required and ways to collect this data – e.g. Knowledge Attitude Practice (KAP) studies, desk reviews, focus group discussion with beneficiaries, interviews with local authorities, interviews with individual beneficiaries (refugees, returnees and IDPs)
* Develop the database for storing and analysis of monitoring and evaluation data.
* Train staff and beneficiary project committees in the collection of baseline and monitoring data before commencement of any new intervention.
* Take lead and participate fully in data collection work to give on the job support/mentoring so that data is collected correctly, comprehensively and in a timely way.
* Ensure regular reporting requirements are being adhered to. Review data with Program staff and project committees to highlight where improvements can be made in collection or where there are problems with quality of data. Provide on-the-job support/mentoring
* With the Program Teams engage the community in participatory analysis of data at appropriate times during the implementation of the project so that they can also help interpret the results and be part of strengthening the interventions to better achieve the objectives.
* Help the Senior Management Team lead the mid year and annual project review process.
* Analyze collected data on a regular basis, provide reports with qualitative and quantitative statistics to support Project Manager’s monthly progress reports
* With Management: Assess and evaluate progress against project objectives looking at data for relevance of interventions, efficiency in implementation, but especially of outcomes and impact of the projects conducted
* Develop constructive recommendations for operation, management or other adjustments as necessary, both in the immediate term and longer-term
* Keep Project Manager informed of any challenges encountered that require additional efforts and/or may impact project delivery and/or project impact.

*Overall*

* Build capacity among staff and in the community to think and approach the project in a ‘results-based’ manner; collect and analyze data so that the project can clearly show change, outcomes and impact.
* Ensure that M&E data collection captures and mainstreams protection considerations across all sectors, solicit support and share information on the status of programs with all staff
* Monitor and report to Project Managers on compliance with Humanitarian Accountability Project (HAP) standards, making constructive recommendations for adjustments as needed
* Develop work plans, training modules and monitoring reports.
* Proactively share information within DRC/DDG, facilitate cross-sectoral cooperation and carry out all duties reflecting DRC/DDG’s mission statement and Core Values

*Management and reporting*

* Submit weekly work plans to the Deputy Country Director
* Report weekly on work plan progress and prepare monthly reports detailing not only data collected but also support visits, outcome of any training done and support given, quality issues regarding collected data to the Deputy Country Director
* Report findings from data analysis to the Deputy Country Director for use by the Senior Management Team directly or after community review for program decisions
* Supervise the 2 staff who do data entry. Provide guidance as necessary, particularly in the database development phase, and conduct regular quality control reviews of data entered.
* Maintain the database and provide initial analysis reports monthly.

**Qualifications**

* A Bachelors Degree in Social Science, Political Science or related field
* At least 3 years of experience in social research with proven experience in data collection, data input and analysis
* Advanced computer skills in key software: MS Word and Excel, database program(s) and social data analysis such as SPSS is required – this will be tested if candidate is selected.
* Fluent in English and Juba Arabic is required, with proven ability to write reports in English. Working knowledge of CES dialects language is an asset
* Ability to travel to field locations and other DRC field offices, as required

**Conditions**

*Direct Supervisor*: Deputy Country Director

*Location*: Juba, South Sudan with frequent travels to DRC Field Offices and areas of operation

*Days and hours of working*: Monday to Friday from 8.00am to 5.00pm (8hrs a day, 40hrs per week), plus one hour for meal between 1.00pm and 2.00pm

*Availability:* As soon as possible

*Contract:* One Year with a possibility of extension, subject to funding and performance.

*Salary and other conditions*: This is a very senior position in accordance with DRCs Terms of Employment. The position is placed at DRC level 2 of experience: Leader Position with Large Responsibility and salary will be commensurate with experience.

**Application and CV**

**Qualified candidates should send their CV and cover letter with the words Monitoring and Evaluation/Data Base Manager in the subject of the email to:** [**project.manager.yei@drc-ssudan.org**](mailto:project.manager.yei@drc-ssudan.org) **or** [**jobjuba@drc.dk**](mailto:jobjuba@drc.dk) **by January 12th, 2012**

Only applications received at these two email addresses will be considered.

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