

Program Development Officer – PM&E

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| Position: | Program Development Officer (PM&E) |
| Department: | Program Development Unit |
| Reports to: | Program Development Manager |
| Expected Start date: | As soon as Possible |

I. Purpose of the position

Under the guidance of the PDM, the Program Development Officer (PDO)- provides technical support to the Field Location Teams to ensure programme quality, effective reporting and capacity building of WCH staff and partners with regard to programme planning monitoring and evaluation.

II. Tasks & Responsibilities

Program development and Planning

- Assist the Field Location Teams and the PDU in designing and carrying out baselines and other assessments necessary for the design/review of country strategy, programmes and projects, ensuring relevance to local context.
- Support the Field Location Teams in operational planning and preparation of annual programme plans in line with the strategy and annual budgeting instructions.
- Monitor and ensure accuracy in the entry of planning information by all budget holders in the Project Administration System (PAS) and other planning systems as may be introduced by the organisation.
- Provide the PDU and FLMs with information necessary for developing concept papers and proposals for resource mobilisation.
- Assist the PDU in the design/planning and implementation of PDU led activities
- Assist the PDU and Field Location Teams in ensuring that the PM&E system in the WPA, while responsive to local needs, is in compliance with organisational procedure as approved by head office.

Monitoring and Evaluation

- Assist the PDU and Field Location teams in designing activity and programme quality monitoring tools.
- Monitor the use of all M&E tools by staff and partners to ensure quality of data there from, and suggest improvements as necessary.
- Monitor and ensure accuracy in the entry of activity data by all budget holders in PAS and other planning systems as may be introduced by the organisation.
- In collaboration with FLMs and other members of the PDU, compile WPA monthly programme highlights based on quantitative and qualitative monitoring information in PAS and monthly reports prepared by Field Locations.
- Assist with the preparation of quarterly and annual progress reports to donors and WCH Head Office.
- Participate in, and facilitate program/project assessment/evaluation missions
- In consultation with the FLMs conduct regular field monitoring and evaluation visits to project sites to review implementation progress and compliance with organisational procedures in PM&E

Capacity Building

- Support the PDU in identifying staff and partner training needs in PM&E.
- Prepare draft training plans for staff and partners in PM&E in collaboration with the PDA for approval by PDM and hold trainings as appropriate.
- Contribute to the designing of staff training materials along the three WCH thematic lines namely, Child protection, Psychosocial support and Education
- Conduct post-training follow up activities with participating staff and/or partners, advising on action to ensure effectiveness of PM&E capacity building work.

Representation

As delegated by PDM/PDA or any member of the WCH management team;

- Represent WCHSS in relevant fora
- Ensure WCH establishes and retains relevant networks within PDU's mandate
- Contribute effectively towards objectives aimed at ensuring WCH remains a recognised grassroots support organization per PDU's Plan of Operation.

Authority

The Program Development Officer is authorised to make decisions and take actions in consultation with the PDM/PDA (and FLM as and when necessary) and in line with relevant policies and procedures per approved annual and operational plans.

III. Contacts

Internal contacts

- Participate and contribute to the day to day running of the Program Development Unit
- Collaborate per need with other senior staff in WCH-Sudan
- Exchange ideas and keep contacts with other PDO in WCH-Sudan

External contacts

- Within delegated authority and as necessary maintain contact with the Program Support Department (PSD) in Amsterdam on behalf of PDU

Other

- As instructed/approved by PDM/PDA, provide any other support required by Field Location Teams and the PDU.

IV. Supervises

No supervisee(s)

V. Competencies

Knowledge:

- Relevant first degree required, second degree preferred
- At least 3-4 years of work experience in community development projects with a focus on Planning Monitoring and evaluation
- Experience with PM&E in child centred development programmes will be a strong advantage.
- Understanding of children and young people in (post) war contexts
- Experience in staff and community capacity building processes
- Knowledge and experience in all aspects of Project Cycle Management

- Excellence in computer skills with ability to work with Excel, Word, Outlook Express, etc (proficiency with statistical programmes like EPI Info, SPSS etc will be a strong advantage)
- Proven ability to work in a multicultural environment
- Excellent writing and reporting skills
- Fluent in English & Arabic, spoken and written.
- Willingness and ability to travel in the country

Skills/Attitude

- Organized, task and result oriented
- Flexible with excellent interpersonal and communication skills
- Ability to meet deadlines and work under pressure
- Ability to lead teams of staff with varying educational backgrounds.
- Anticipatory and problem-solving skills

VI. Application Process.

This position is open only to South Sudanese Nationals. Interested candidates for this position should send updated curriculum vitae (indicating salary history and professional/supervising references) together with a motivation letter stating why they best meet the competencies required for this position to info.ssdco@warchild.nl or the War Child Holland Country Office in Juba before 11th January 2012. Candidates who have applied before need not to apply again.