

## **Terms of Reference for the recruitment of a Programme Monitoring Officer for South Sudan, East Africa**

### **A. About ERIKS Development Partner**

ERIKS Development Partner (ERIKS) is a Swedish NGO and foundation, promoting the rights of the child. ERIKS' work and commitment to the fulfilment of the rights of the child is guided by our identity and values: the spirit of Erik Nilsson (the founder of ERIKS), Christian values and the UN Convention on the Rights of the Child. ERIKS currently supports projects in 16 countries in partnership with local civil society actors. To support our partners, ERIKS has established regional offices in Southeast Asia, East Africa, West Africa, and Eastern Europe. ERIKS' vision is a transformed world where children's dreams come true. The primary focus of our interventions concern education, health, protection, and humanitarian assistance.

In East Africa, ERIKS is working in four countries: Uganda, Kenya, South Sudan, and Ethiopia. In Uganda, ERIKS supports interventions targeting vulnerable children living in desperate conditions including street children, while in Kenya emphasis is laid on children and communities living in arid and semi-arid regions. In South Sudan, priority goes to children affected by war situations. Within the entire region, humanitarian interventions are supported to mitigate human suffering in situations of emergencies, and to build resilience of communities affected by disasters. ERIKS programmes are inclusive of several aspects that help children's dreams come true and employs the Rights-Based Approach for all its supported programs.

### **B. The position**

The main responsibility for managing ERIKS' support to projects implemented by local partner organizations in East Africa lies with the Regional Office for East Africa, located in Kampala, Uganda. In order to strengthen the monitoring of the programmatic aspects of the support, ERIKS is now recruiting a **Programme Monitoring Officer (PMO) for South Sudan** to be based in Juba, South Sudan. The assignment of the PMO consists of continuous monitoring of the interventions supported by ERIKS, capacity building of the implementing partner organizations, and networking. The position is full-time and the PMO will work closely with the Financial Monitoring Officer and colleagues within the region and the wider organisation.

### **C. Job description**

#### **Specific tasks and responsibilities**

- Elaborate country strategies and annual country reports.
- Identify potential partner organisations for the implementation of the country strategies.
- Perform organisational and project assessments.
- Follow up and support partner organisations in the implementation of projects.
- Review and give feedback to partner organisations on regular narrative reports.
- Make regular visits to partner organisation's offices and field visits to project sites.
- Assess partner capacity needs and develop and execute capacity development plans for the efficient and effective implementation, monitoring, reporting and evaluation of projects.
- Follow up challenges and recommendations identified in organisational assessments, capacity development plans, reports, evaluations, and audits.
- Participate in the development of the annual regional programme budget.
- Ensure that internal requirements, requirements from back donors and auditors are communicated and understood and implemented by partner organisations.

- Assist partner organisations in elaborating terms of reference and identifying consultants for mid-term and final evaluations of interventions.
- Participate in elaboration of applications to back donors and calls for proposal.
- Participate in elaboration of new steering documents, templates, and instructions.
- Participate in relevant networks at country level.

#### **General responsibilities**

- Comprehend and adhere to ERIKS' values, vision and mission.
- Administrative oversight of ERIKS office in Juba
- Be acquainted with and adhere to ERIKS' Code of Conduct and ERIKS Child protection Policy.
- Know and contribute to ERIKS' general objectives and strategies.
- Carry through work and assignments in line with ERIKS' policies, guidelines, and routines, with personal responsibility for the quality of the work done.
- Brand development

#### **D. Qualifications**

##### **Education:**

- University degree in project management, development studies, social sciences, Human Rights, sociology, or similar disciplines. A master's degree in humanities is an added advantage.

##### **Experience:**

- Professional experience in project design and management.
- Professional experience in the field of project monitoring/ evaluation in an international development agency or a national NGO.
- Good understanding of Human/ Children's Rights and experience in Child Rights Programming, and good articulation of critical policy issues affecting children within the country.
- Practical experience in Institutional and other forms of fundraising, networking, and coalition building for consortia programming, image building, and advocacy.
- A good understanding of safety and security management, emergency planning and response

##### **Competence:**

- Well acquainted with the following computer software (Word, Excel, Power Point, Outlook).
- High capacity in reading, writing, and communicating in English. Knowledge of Arabic is of added advantage.
- Well informed of the development context in the East Africa countries of intervention.
- Self-starter with the ability to deliver on specific tasks without much supervision

##### **Ability:**

- Ability to work independently and in a team.
- Attitude of listening, initiative and creativity.
- Interpersonal competence and ability to maintain good partnership relations.
- Capacity to work with national and international organisations, authorities and various management structures.
- Analytical skills, capacity to gather, summarize and present information in a professional and convincing way.
- Aptitude for planning, foresight and problem solving.
- Capacity to work under pressure and beyond time limits.

## **E. Application**

All applications to be completed online via our recruitment portal at [www.teamiq.com/eriks](http://www.teamiq.com/eriks) by 3 February 2022.

For more information concerning the position and recruitment, please contact Edward Kakande, Regional Manager for East Africa, [edward.kakande@eriksdevelopment.org](mailto:edward.kakande@eriksdevelopment.org). Refer to ERIKS Development Partner website for more information about our work: [www.eriksdevelopment.org](http://www.eriksdevelopment.org)