

Monitoring and Evaluation Officer Job Advert

COBURWAS International Youth Organization to Transform Africa (CIYOTA) is a nonprofit organization situated in Kyangwali Refugee Settlement in Kikuube District. Our mission is to transform Africa by providing access to quality education for conflict-affected children, empowering socially responsible entrepreneurial leaders and entrepreneurs to unite communities and create sustainable peace, love, and prosperity.

We are looking for an **M&E Officer** to be responsible for reviewing and implementing M&E management systems and guidelines for measuring and tracking project performance. The suitable candidate will guide our overall programme strategy and implementation of related activities within CIYOTA.

Job Summary:

The M&E Officer is responsible for guiding the overall organization M&E strategy and implementation of related activities within the organization and undertakes timely preparation and submission of reports as per reporting guidelines. The M&E Officer will analyze data and generate information useful for project management and improve organization efficiency and effectiveness.

For more information about this opening, please find the attached JD and Qualification Requirements.

Monitoring and Evaluation Officer Job Description

Job Description Post: M&E Officer
Responsible to: Programs Director
Duty Station: Kyangwali Refugee Settlement - Kikuube District

The Monitoring and Evaluation (M&E Officer) position is full time and will involve coordinating and working with a project team consisting of five (5) Managers across 4 departments. The M&E Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the projects. The M&E Officer will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the different projects.

The specific duties include;

Setting up the system:

1. Develop a programme log frame matrix particularly in the areas of performance indicators and their measurement;
2. Review the M&E Annual Work Plan and keep it updated in accordance with project activities and timeframes as relevant;
3. Develop the overall M&E framework with relevant data collection systems;
4. Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation;
5. Plan and oversee the implementation of project evaluations i.e. baseline, midline and endline;
6. Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.

Implementation of M&E and coordination:

1. Provide monitoring support to the implementing teams ensuring that the tools are in use and are properly filled;
2. Maintain and update the M&E database; analyze and aggregate findings;
3. Support project progress reporting, project mid-term review and final evaluation;
4. Identify areas where technical support to staff is required and organize refresher training in M&E;
5. Identify lessons learned and develop case studies to capture qualitative outputs of the projects;
6. Provide advice to the program team on improving project performance using M&E findings.

Communication:

1. Produce reports and prepare presentations based on M&E data as required;
2. Provide the Managers with management information they may require;
3. Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action;
4. Perform other duties as may be assigned by the Supervisor.

QUALIFICATIONS REQUIREMENTS:

Education:

First level university degree in statistics, demographics, public policy, international development, economics, Business or related field. Advanced certificate in M&E, statistics or economics preferred.

Experience:

1. Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities of international development projects;
2. Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages;
3. Experience in designing and managing beneficiary monitoring and database systems.
4. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans;
5. Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies;
6. Experience in developing and refining data collection tools;
7. Experience with data quality assessments and oversight;
8. Experience in managing and providing training to key stakeholders and target beneficiaries
9. Ability to facilitate and serve as project liaison for evaluations.

Languages: Excellent written and spoken command of English.

Competencies:

1. Good knowledge of programme implementation, monitoring and evaluation techniques and practices;
2. Good knowledge and experience regarding gender mainstreaming;
3. Good moderation, facilitation and training skills;
4. Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects;
5. Excellent analytical skills;
6. Ability to work in a team and good interpersonal skills;
7. Good computer applications skills;
8. Good organizational skills;
9. Ability to deal with and handle people with tact;
10. Ability to build on relevant knowledge within and outside CIYOTA as well as actively share her/his experience and expertise with colleagues and partners;
11. Ability to work independently with a minimum of supervision;
12. Ability to work under time pressure and meet deadlines;
13. Ability to work in diversified environments;
14. Demonstrated ability to liaise and negotiate with government and other key partners;
15. Familiarity with some of the substantive issues handled by the projects such as education, livelihood in a refugee setting, social dialogue among others.

Job Application Procedure:

Suitably qualified and interested applicants should address their applications to:

The Human Resource Manager,

CIYOTA

P.O. Box 37403 Kampala

Tel: 0393 240900.

Please send a cover letter, your current CV with details of 3 work related referees and copies of your academic credentials to the e-mail below. Applications must not exceed 2MBs.

Email: info@coburwas.org and copy charles@coburwas.org by 10th July 2022 before 5pm.