|  |  |
| --- | --- |
| Job title: | **Monitoring & Evaluation Officer**  |
| Job family: | Roles within this job family develop, manage and support collection of project data at field level. The role works hand in hand with other staff who provide the necessary information required for the effective and sustainable delivery of Ripple Effect’s programme. The post-holder will be responsible for designing and implementing monitoring and evaluation systems that facilitates accurate analysis of programme performance and impact. |
|  |
| Dept./Team: | Programmes Department |
| Reporting to: | Project Manager | Location: | Mbarara |

|  |
| --- |
| Job purpose: |
| The M&E associate shall lead the project M&E and Data Management technical support for districts under the supported field office. |

**Key accountabilities**

* Design a project Monitoring and Evaluation Framework and implement it accordingly.
* Oversee all the operations of data entry.
* The M&E Officer with support from head office M&E team will supervise data clerks to accurately collect data periodically
* Act as the point of contact for all data needs and ensure that users’ data needs are met.
* Act as the point person for all data & IT related issues.
* Liaise with M&E Assistants to ensure timely preparation of monthly, quarterly and annual reports.
* Prepare reports and monthly summaries as required
* Provide line technical supervision support for Data Management staff
* Orient, train and mentor Data Management staff
* Perform routine backups and ensure security of data captured into the project MIS & other databases.
* Perform analysis and interpretation of data as & when required for project requirements.
* Participate in periodic reviews
* Support profiling of beneficiary Profiling
* Take lead in Farmer Organization survey
* Take lead in group surveys
* Tracking group monthly sales of FOs
* Oversee and support operations of project quality assurance aspects
* Support the documentation of learnings and best practices
* Participate in the development, implementation, and review of annual and quarterly work plan
* Provide technical advice and follow up with programme implementers to ensure compliance with

the M&E needs of the project

* Organize and undertake periodic monitoring visits across programmes to ensure compliance

with programming quality standards.

* Coordinate the routine data analysis and timely collection of good quality M & E data

|  |
| --- |
| Learning & skills |
| Bachelors in statistics, computer science, business economics, quantitative economics, information technology, with a post graduate diploma in M&E from a reputable institution.  |
| Creativity & reasoning |
| The role requires a good understanding of data analysis and is familiar with several packages used for analysis. Practical experience in using web-based data systems is essential. The role is key in the design process by providing relevant indicators to support data collection during implementation.  |
| Communication & interaction |
| The role requires clear communication skills. One should be able to clearly communicate to the stakeholders the project log frame. He/she should be able to support staff in preparing clear reports that show the project progress. The role requires interaction with the technical staff, implementing team, communities, and local government authorities. One should be able to quickly learn the culture of the community to support their ability to interact. He/she should have a good problem-solving approach and conflict resolution at individual and community level |
| Stewardship |
| The role should have good level of computer literacy and demonstrated ability to capture data/information using different advanced computer software, produce computer-based reports. He/she should be able to discuss data generated with other staff presented through spread sheets and interact and respond appropriately to other Ripple Effect M & E needs.  |
| Judgements & actions |
| The role should be able to build capacity of staff to collect quality data and share analysis procedures as well. The role involves high level of interaction with staff and other project actors for quality information to be captured. One should be able to clearly judge impact and uptake of Ripple Effect approaches among the community beneficiaries using the data analysed.  |
| Working environment |
| The role requires occasional presence in the field especially during collection of data, surveys and impact stories. It is key that the individual constantly receives updates from M & E platforms for better statistical models.Occasionally the role may be exposed to stressful conditions during travel in the field traversing the project area while providing supervision and other support.  |
|  |

|  |  |  |
| --- | --- | --- |
|    | Job Title:  | Monitoring and Evaluation Officer  |
| Contract Type:   |  Fixed term |  Hours:   |  40/week |
| Location:  |  Mbarara  |  Days:   |  5/week |
| Salary:  |  *To be determined* |
| Dept. / Region   |   Programmes  |

  **Role & Person Specification**

**Organizational context**

|  |  |
| --- | --- |
|   **Personal competencies and talents** | **Status** |
| **Education/Qualifications**Bachelors in statistics, computer science, business economics, quantitative economics, Community Development, Social Work and Social Administration Sociology, or other relevant field. A post-graduate qualification in M&E information technology, with a post graduate diploma in M&E from a reputable institution **Experience**A minimum of 4-6 years’ experience with least two years’ experience in the field of monitoring and evaluation; programme management and strategy development with an NGO**.*** At least tour years in implementing M&E systems
* Experience in using web-based data systems
* Strong verbal and writing skills
* Strong time management skills
* Experience working in a multidisciplinary environment with rapid turnaround of work products
* Attention to detail, especially regarding data accuracy.
* Team player and management skills, as well as good communication skills
* Competence in electronic data base packages
* Good understanding WFP requirements, expectations and tools
* Knowledge in M&E, Research, Data Management & Quality Assurance.
* S/he must have demonstrable advanced computer skills in STATA, SPSS, MS Excel and MS Access

**Skills/Abilities*** Full and deep understanding of all technical aspects of the SACU programme
* Strong people management ability
* Good presentation skills
* Strong networking skills.
* Able to participate on a practical level with government and other development partners
* Ability to analyse and interpret data to identify impact
* Excellent written and verbal communication skills

**Personal Qualities**Have empathy with Ripple Effect’s Christian foundation and core values* An initiator and self-driven
* A team builder and developer
* A good eye for detail
* A team player. Flexible.
* Understands the importance of confidentiality especially for data.
 |  Essential   |
| * Experience in NGO work.
* Experience of project proposal writing especially development of project theory of change
* Experience in data analysis
* Experience in research and development
 |   Desirable  |