

Opening Date; 1st / March / 2021
Closing Date: 31st / March / 2021

Job Purpose

The job holder is expected to spearhead a robust M&E function / system for the organization and M&E of the respective projects for timely, quality reporting and strengthen learning and evidence-based approach to programming within AU. This will also ensure AU's accountability to all stakeholders by preparing timely evidence-based reporting and developing a functional and appropriate complaints or feedback mechanism that can be input into programme designing and implementation.

Job Summary

The job holder will be a technical person responsible for monitoring to ensure that organizational results are achieved in a cost effective and timely manner. S/he will be responsible for designing and implementing the M&E framework and systematic data collection to aid evident reporting, assist the Programme staff in preparing reports. Further, will be responsible for the provision of systematic data and management of up-to-date databases for timely and evidence-based reporting and ensure quality programming and accountability. As part of the administrative and technical oversight roles, M and E specialist will support communications activities and influence good practice in supporting other thematic areas. It is a senior position with the purpose to strengthen a learning and evidence – based approach to programming within AU and support in resource mobilisation.

Main Tasks and Responsibilities

1.0: Monitoring and Reporting

- Ensure that all AU programmes have appropriate monitoring and reporting indicators and tools in place in line with grant management requirements.
- Build capacity of Programme/project team Unit in monthly monitoring, reporting and data (target) analysis as per requirements.
- Develop and support maintenance of relevant electronic database for programmes.
- Lead on the compilation of AU's reports for Donor and AU's Monthly Reports.
- Develop the Evidence Based Decision Making systems for all AU's programmes and train the programme team on the technique.
- Ensure that monitoring and reporting systems, including fieldwork, collection of reports and data entry, are correctly implemented by staff and volunteers.
- Produce documents including case studies, study briefs, impact briefs for use by the team.

2.0: Evaluation and Research

- Lead in the management of independent and external evaluations, such as baseline, endline surveys, research studies including designing, budgeting, planning for data collection, analysis and report writing.
- Innovate in the measurement of the effectiveness of AU's programmes, including utilising external data and external evaluators.
- Lead research studies as and when required, including designing, budgeting, planning for data collection, analysis and report writing.

3.0: Programme Strategy informed by Evidence- Based Learning

- Develop logistical frameworks and indicators for all programmes,
- Plan and manage Programme Quality workshops to ensure that monitoring and evaluation data informs programme implementation and ensure they contribute to national and international strategies.
- Support the programme team to appropriately format and disseminate programmes result and impact to programme stakeholders at national, district and other local levels.
- Ensure programmes reflect the operational standard, strategy and practices in line with the Donor

Programme Quality and international good practice.

- Manage all priorities through the development and regular review of unit operational plans and implementation calendars.
- Build and manage systems for sharing and learning within AU, including sharing external and internal information both within the office.
- Lead the programme component of strategic planning and reviews in coordination with the programme team and develop annual budgets of Monitoring and Learning unit activities.

4.0 : Capacity building, Networking and Communications

- Design and implement appropriate capacity building initiatives and support systems for staff to ensure understanding and quality implementation of monitoring, and research systems.
- Ensure development of an adequately supported function of documenting and disseminating of publications to reach key audiences with appropriate content through regular blogs, publications on website, twitter and on other major network platforms and share on AU events.
- To support and advise staff working with partners in the design of partner projects to ensure good practice DMEAL is incorporated.
- Support fundraising through report and proposal writing, logistical framework.

Any other activities as required by Executive Director in support of AU programme outcomes

Qualifications, skills and experiences

Education

Bachelors in Statistics, Bachelors in Economics, Demographics or any other relevant degree. A post graduate training in M&E is essential and Project Management desirable.

Industry experience

At least 3 years of proven experience in the **designing and implementation of M&E** systems and programme design and implementation from project initiation to closeout stages.

in a senior position and preferably in an NGO. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.

Technical skills

Skills in project Monitoring and Evaluation and knowledge in **data analysis tools** i.e SSPs. Project development and proposal writing, and implementation of development-type projects. Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.

Personal qualities

Multi-tasking, attention to detail, critical reasoning and problem solving, ability to work under pressure in a complex organization and proactive.

Communication and interpersonal relationship

Ability to understand new issues and make wise decisions. Ability to provide effective feedback. Writing and oral skills. Effective interpersonal skills to work with colleagues, stakeholders and donors. Knowledge of National development issues and fluent in English.

Additional competencies:

- Demonstrable research, analysis and report writing skills.
- Relevant experience and engagement with policy formation at the community.
- Excellent communication, influencing and presentation skills.
- High cultural sensitivity needed

- Assessment, analytical, statistical and planning skills

Other important considerations: Men are encouraged to apply

When applying send your application and CV to info@albinismumbrella.com and address it to Executive Director of **Albinism Umbrella**