



Job description for the Monitoring and Evaluation Officer (1)

Level 3	Monitoring and Evaluation Officer
Reports to	Head, Partnerships and Training.
Supervises:	None on the structure
Desired qualities	<p>Strong capacity in Monitoring and evaluation.</p> <ul style="list-style-type: none"> • The officer should be able to support in monitoring and reporting of project results; • work with the relevant M&E systems and ensure that filing processes are in place. • To keep track and report on program progress and provide mentorship/technical support to partners in the project activities. • Ability to Manage data collection and ensure data quality standards are applied and procedures are followed. <p>Strong collaborator- ability to work with every department to streamline M&E focus, needs and effectiveness. Strong communication skills, statistical skills, ability to work with a team are key to the role for this person.</p> <p>Advanced skills in use of computer for PowerPoint presentations, excel, Ms word, Presentation /facilitation skills: Ability to train & facilitate meetings at national and community level.</p> <p>Strong capacity and self-drive: Self-starter and self-leadership are key strength required for the role.</p>
Salary Scale	Program officer scale

About the role:

The level of impact on UGANET 's new strategy can only be effectual where it thrives on an evidence- based and strategic results management system. Aligning UGANET's learning and results of work to influencing/informing the overall agenda on Justice in health, HIV and gender equality will be core to creating programs vibrancy.

UGANET seeks to consolidate, harness and further develop the Internal technical capacities built in the concluded strategic period. For over 5 years, UGANET received technical capacity from International Center for Research on Women (ICRW) in development to design a robust M&E system. UGANET is implementing a 3 year

project on Human Rights country priorities through the NMF3 grant. The grant aims to reduce Human Rights barriers in HIV, TB, Malaria. Non discrimination of communities for race and any other is prohibited. With funding from Global Fund through TASO, UGANET seeks to recruit a Monitoring & Evaluation Officer to support all project related Monitoring and Evaluation activities on the project.

This position therefore aims at recruiting a leader who will emphasize the importance of monitoring - the continuous and routine data collection that takes place across all activities on the project during this strategic period to show whether the project activities are driving towards meeting the set objectives.

Monitoring and Evaluation will be a cross cutting responsibility of all program areas – however to be proper oversight, coordination - monitoring and evaluation portfolio will be overseen and managed under the Head, Partnerships and Training, which office has been charged with additional role of championing knowledge and results management over the course of the strategic period. The M&E Officer will work in a department of 4 including a partnership Officer, 2 M&E Officer and headed by the partnership and training Officer. As such, a close collaboration and team work will be expected between these roles.

Specific roles relating to the job shall include;

- Develop/adopt a plan for project-related support supervision in M&E for staff and partners. Organize and undertake visits/meetings with collaborating partners on M&E as required. Check data quality with partners & staff.
- Collect data on a regular basis to measure achievement against the performance indicators. The Officer will subsequently update activity dashboards to track indicators.
- Maintain and administer the M&E database; analyze and aggregate findings. Ensure continuous updating of the UGANET database and tools.
- Support project progress reporting for monthly, quarterly & project end reports and contribute to UGANET annual reports.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings for knowledge management.
- Support project designing, programming, coordinating and implementation of activities. This will involve working in communities. Development of presentations, facilitating sessions and conducting trainings in the communities.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- 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, Information Communication Technology/ICT or related field. Must have a post graduate diploma in M&E. Advanced certificate in M&E, statistics or economics preferred.

Experience:

Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities and working in CSO setting.

Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.

Experience in designing and managing database systems.

Experience in strategic planning and performance measurement, including indicator tracking, reporting, database management, and developing M&E and performance monitoring plans.

Experience in planning and managing activities like trainings, meetings and community dialogues for target project beneficiaries.

Experience in developing and refining data collection tools.

Experience with data quality assessments and oversight.

Languages: Excellent written and spoken command of English and any national languages in Uganda.

Competencies:

Good knowledge of programme implementation, monitoring and evaluation techniques and practices.

Good knowledge and experience regarding gender mainstreaming and Human Rights for Gender, HIV, TB and malaria.

Good moderation, coordination, communication, teamwork facilitation and training skills. Ability to work with and manage partners.

Excellent analytical skills.

Ability to work in a team and good interpersonal skills.

Good computer applications skills.

Good organizational skills.

Ability to deal with people with tact and diplomacy. Nondiscrimination for all partners and project beneficiaries.

Ability to build on relevant knowledge within and outside UGANET as well as actively share her/his experience and expertise with colleagues and partners.

Ability to work independently with minimum supervision.

Ability to work under time pressure and meet deadlines.

Ability to work in diversified environments.

Application process

A letter of application along with the Curriculum Vitae and all supporting documents should be sent via email through applications@uganet.org . For further information, applicants should contact **0414574531**.

The deadline to receive applications is **17th September, 2021. 5:00pm EAT**. Only shortlisted candidates will be contacted.

Note:

UGANET does not discriminate on any possible ground be it racial, origin, and tribal, sexual or otherwise that violates a right of equality for all humankind.