



## JOB PROFILE

POSITION DESCRIPTION	
<b>Position Title</b>	Monitoring and Evaluation Officer
<b>Purpose</b>	The Monitoring and Evaluation Officer (M&E Officer) conducts programmes monitoring requirements – including verification of information, evaluations of NDA programmes and write reports on all monitoring and evaluations activities conducted by the NDA. The position also provides technical support to all NDA staff on monitoring and evaluation activities at individual’s functional or operational levels.
<b>Directorate</b>	Development Management and Research
<b>Reports To</b>	Senior Manager : Monitoring and Evaluation
<b>Position location</b>	National Office
<b>Peromnes Grade</b>	Grade 9
<b>Number of Direct Reports</b>	None

POSITION REQUIREMENTS	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>Bachelor’s Degree in any of the following fields; Development, Social Sciences, Natural Sciences or Statistics,</li> <li>An Honours degree will be an added advantage.</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>2-3 years’ proven experience in monitoring and evaluation or research environment initiatives, methodologies and systems</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Monitoring and evaluation methodologies used in conducting M&amp;E functions for development programmes</li> <li>Evaluation or research methodologies including planning, implementing and reporting on evaluations conducted including exposure to conducting impact evaluation.</li> <li>Development of programme monitoring tools, evaluation data collection tools, and testing of tools.</li> <li>Conducting field work, data collection, data analysis, report writing and presentation of M&amp;E reports to stakeholders</li> </ul>

	<ul style="list-style-type: none"> <li>• Exposure or knowledge of writing evaluation reports for purposes of informing programme planners and implementers</li> <li>• Exposure or knowledge of developing evaluation protocols, proposals, ToRs to be used to conduct evaluations</li> <li>• Exposure or understanding of data analysis and management software such as EXCEL spreadsheet, SPSS, STATA etc.</li> <li>• Good understanding of databases and information management</li> <li>• Methodical with high attention to detail</li> </ul>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – communication dissemination, report writing, verbal, presentations</li> <li>• Job Knowledge</li> <li>• Technical Skills</li> <li>• Acceptance of responsibility</li> <li>• Quality of Work</li> <li>• Reliability</li> <li>• Initiative</li> <li>• Interpersonal Relationships</li> <li>• Flexibility</li> <li>• Team Work</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Technical</li> <li>• Methodical</li> <li>• Analytic</li> </ul>

#### MAIN AREAS OF RESPONSIBILITY

	<ul style="list-style-type: none"> <li>• Participate in the development of M&amp;E agenda and plan for the NDA in consultation with programme team and partners</li> <li>• Conduct and coordinate field work for all monitoring and evaluation activities of the M&amp;E Unit of the NDA</li> <li>• Ensure quality of data collected for all monitoring and evaluation purposes for the NDA in line with the NDA Monitoring and Evaluation framework</li> <li>• Provide feedback to NDA programmes on monitoring and evaluation outputs and outcomes conducted by the M&amp;E Unit of the NDA.</li> <li>• Conduct monthly verification of reported information by all NDA programmes to ensure quality and accuracy of reported information by the NDA Planning and Reporting Unit</li> <li>• Assist M&amp;E Unit in building capacity of NDA programme staff on monitoring and evaluation of NDA programmes</li> <li>• Assist in designing, coordinating and conducting project evaluations of NDA programmes</li> <li>• Assist M&amp;E Unit in designing and conducting Post Implementation Monitoring Survey (PIMS)</li> <li>• Assist M&amp;E Unit in compiling and verification of quarterly and annual reports</li> <li>• Support NDA staff in improving learning, good practice and sharing of performance information and evaluation reports</li> </ul>
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	<ul style="list-style-type: none"> <li>Promote a culture of two way learning in the organisation</li> </ul>
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<b>KEY RELATIONSHIP INTERFACES</b>	
<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>
<ul style="list-style-type: none"> <li>NDA Departments</li> </ul>	<ul style="list-style-type: none"> <li>Government departments e.g. DSD</li> <li>Civil society organisations (CSOs) sector</li> </ul>

Signed by: <b>(Job Holder)</b>	Authorised by:
Date:	Date: