 **Job specification**

# **Job description**

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| Job title | Monitoring and Evaluation Officer |
| Department/Team | Programmes |
| Job Family | PGI – Programmatic Insight | Job Code | PGI007 |
| Reporting to | Project Manager |
| No. of direct reports | N/A | Budget holder responsibility  | N/A |
| Location | Ripple Effect International CPO Addis Ababa, with frequent travel to field |
| Grade | 4 |

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| --- | --- | --- | --- |
| Contract type | Fixed term contract for 1 year with possible extension | Hours 8/day | 40 per week |

**Role purpose**

To lead the project M&E and Data Management technical support for districts under the supported field office.

**Key responsibilities**

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| **Monitoring and evaluation framework** | * Designing a project Monitoring and Evaluation (M&E) Framework and implementing it accordingly.
* Coordinating the routine data analysis and timely collection of good quality M&E data.
* Supporting the documentation of learnings and best practices.
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| **Data management:** | * Overseeing all operations of data entry.
* Supervising data clerks to accurately collect data periodically.
* Acting as the point of contact for all data needs and ensuring users’ data needs are met.
* Providing line technical supervision support for Data Management staff.
* Orienting, training, and mentoring Data Management staff.
* Performing routine backups and ensuring the security of data captured into the project Management Information System (MIS) and other databases.
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| **Reporting and analysis** | * Liaising with M&E Assistants to ensure timely preparation of monthly, quarterly, and annual reports.
* Preparing reports and monthly summaries as required.
* Performing analysis and interpretation of data as and when required for project requirements.
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| **Surveys and quality assurance** | * Taking the lead in Farmer Organisation surveys and group surveys.
* Tracking group monthly sales of Farmer Organisations (FOs).
* Overseeing and supporting operations of project quality assurance aspects.
* Organizing and undertaking periodic monitoring visits across programs to ensure compliance with programming quality standards.
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| **Project coordination and support** | * Participating in periodic reviews.
* Supporting profiling of beneficiary profiling.
* Providing technical advice and follow-up with program implementers to ensure compliance with the M&E needs of the project.
* Participating in the development, implementation, and review of annual and quarterly work plans.
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| **Other duties** | * Ensure compliance with Ripple Effect policies and all relevant legislation.
* Act at all times according to Ripple Effect’s values and in support of its Africa Forward Together approach.
* To undertake other duties of a similar nature as reasonably required by the line manager.
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**Safeguarding**

At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

**Person specification**

**Qualifications**

**Essential:**

* 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 and knowledge**

**Essential:**

* 2-4 years of related working experience with NGO is advantageous.
* Strong experience in the field of monitoring and evaluation; programme management and strategy development with an NGO.
* Strong experience in implementing M&E systems
* Experience in using web-based data systems
* Experience working in a multidisciplinary environment with rapid turnaround of work products
* Good understanding Mastercard Foundation requirements, expectations and tools
* Knowledge in M&E, Research, Data Management & Quality Assurance.
* Demonstrable advanced computer skills in STATA, SPSS, MS Excel and MS Access

**Desirable:**

* 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

**Skills and attributes**

**Essential:**

* Excellent verbal and written communication skills.
* Strong time management skills.
* Attention to detail, especially regarding data accuracy.
* Team player and management skills, as well as good communication skills
* Competence in electronic data base packages
* Full and deep understanding of all technical aspects of the Ripple Effect 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
* An initiator and self-driven
* A team builder and developer
* A flexible, team player.
* Understands the importance of confidentiality especially for data.
* Commitment to Ripple Effect’s mission.
* Commitment to uphold our values of integrity, accountability and compassion.
* Respect for Ripple Effect’s Christian background and ethos.

**Equal opportunities**

Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Updated: October 2022

Evaluated: October 2022