

Monitoring, Evaluation and Learning Officer at ACWICT

Organization Name: ACWICT

Job Title: Monitoring, Evaluation and Learning Officer

Job Type: Full Time

Job Category: Monitoring and Evaluation

Job Purpose

- The Monitoring Evaluation and Learning Officer will manage ACWICT's reporting processes, and databases to ensure professional, high-quality communication about programmatic activities and results.
- The MEL Officer will be responsible for designing and implementing the M&E activities of ACWICT's projects ; preparing Monthly, Quarterly and Annual reports on project progress; monitoring project activities on a regular basis, developing and maintaining the Project database and will be responsible for the collection & analysis of different data in relation to the specific project activities. The MEL Officer will work in close collaboration with the management and projects teams.

Duties and Responsibilities

- Develop and strengthen monitoring, evaluation and learning processes throughout the life of the project, including the data quality assessments, participatory data collection methods and protocols, and data quality verification techniques
- Conduct capacity assessment on existing monitoring and evaluation system, develop a monitoring and Learning strategy for the projects;
- Develop M & E framework and tools for ACWICT's projects;
- Maintain ACWICT's Projects database;
- Review and provide inputs in the revision of programs and project logical frameworks;
- Assist the project personnel with M&E tools and in supporting them in their use;
- Conduct monitoring visits, lead on the data collection, analysis, interpretation and reporting of MEL results;
- Identify and formulate MEL findings, lessons learned and recommendations and avail results for decision-making processes and further project development;
- Monitor and evaluate overall progress on achievement of results/outputs for each project;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to Management;
- Engage staff, youth, partners, community, and other key stakeholders in identifying project learning and adaptation;

- Participate in annual project reviews, planning workshops and assist in preparing relevant reports;
- Perform any other duties when required;

Skills, Experience, and Requirements

- Bachelor's degree or equivalent qualifications in Monitoring and Evaluation, Social Sciences, Project Management;
- At least 5 years of progressive responsible program Monitoring and Evaluation,
- Experience working with Youth/Women empowerment Project
- Report writing skills;
- Willingness to travel if required;
- Ability to represent the organization when liaising with donors and other stakeholders;
- A team player, collaborative and with the ability to work with people of diverse backgrounds;
- A high level of written and spoken English;