

Monitoring, Evaluation and Learning (MEL) Officer at Solidaridad Eastern & Central Africa Expertise Centre (SECAEC)

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); As a frontrunner in the area of sustainable economic development, Solidaridad seeks to create prosperity for everyone that respects both the people and the planet. With almost 50 years of experience, experts in the field and pragmatic collaboration with influential partners in and around the supply chain, Solidaridad develops smart solutions that bring lasting positive impact.

Objective

The Monitoring, Evaluation, and Learning (MEL) Officer supports the design, development and implement effective systems to monitor progress, impacts, and successes of project activities and performance across all country projects. S/he supports the collection, analysis, and processing of complex data related to all aspects of program activity implementation. S/he will also support the preparation of impact assessments, baseline studies, surveys and need assessments to identify necessary changes and future project opportunities.

Position in the Organisation

The Monitoring, Evaluation and Learning Officer reports to the Regional PMEL Manager. At the country office level S/he reports also to the Country Project Manager on daily Operations. S/he also works closely with the regional programming team and the Network.

Result Areas

Develop /draft the M&E framework for country projects to ensure that they meet donor

requirements and maximizes evidence generation.

Implement efficient and logical data flow systems that build off of existing national data collection mechanisms and ensure timely gathering of project data.

Institute data quality assessments and other data quality assurance measures to ensure data collected for the country projects are accurate and reliable.

Collaborate with regional project teams, and assist them in successful implementation.

Data collection, verification and supporting in report writing for all country programs.

Support in training projects partners on data collection, project monitoring and evaluation.

Support country programme managers in the development of proposals, specifically the theory of change and measurement plans.

Assist the Country Manager in managing the portfolio of projects and administration of projects in Salesforce system.

Work in close cooperation with relevant managers to meet the monitoring and evaluation needs of the donors and business partners.

Closely monitor and report on the results and progress made with regard to the project implementation and provide feedback to the Regional PMEL Manager and regional staff.

Work closely with the Regional PMEL Manager and support the preparation of quarterly, annual, planning and progress reporting.

Keep abreast with latest developments in monitoring & evaluation, quality management, and introduce them to the organization.

Support in communicating programme impact.

Prepare budgeting for PME programmes as well as additional fundraising for monitoring and evaluation.

Requirements

Knowledge and experience

At least a Master's Degree in Social Sciences, Project Management, or relevant subject,

preferably with specialisation in Monitoring and Evaluation.

A minimum of seven years of work experience with at least three years of managerial experience in Monitoring and Evaluation in an INGO (essential).

Experience in Project Management monitoring and evaluation tools, systems and technology.

High level proficiency in Windows Excel and quantitative analysis, experience of proficiently operating M&E software.

Demonstrable experience of designing M&E tools, surveys, and evaluations.

Specific job requirements

Demonstrated ability to train and build capacity of others.

Strong interpersonal skills and managerial capacity.

Strong leadership, strategic planning and management skills with an ability to work in a multicultural setting.

Experience in technical report writing and research activities.

IT literate (word processing, spreadsheets, and presentation).

Self-motivation, creativity and an ability to perform without close supervision.

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