

JOB DESCRIPTION

Job Title: Monitoring and Evaluation Officer			
Department/Group:	Programmes	Reports to:	Programmes Coordinator
Direct Reportees: All Programme Staff			
<p>Job Purpose: To develop and implement an M&E systems in CEHURD focused on data collection, analysis and reporting to ensure synergy in all programmes. The M&E Officer will be responsible for all the data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects, both new and already established.</p> <p>Key Responsibilities:</p> <p>a) Programme development and implementation</p> <ul style="list-style-type: none"> • Work within the M&E guidelines and develop strategies for better monitoring of projects in CEHURD. • Work with program managers to develop systematic and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators. • Coordinate the implementation of baseline surveys, follow-on monitoring and evaluation exercises for various initiatives and projects in CEHURD. • Build capacity of CEHURD staff, local communities and partners on the logical framework, data management, ALPS, data analysis and results-oriented programming, monitoring and evaluation methods and principles and report writing techniques and requirements for relevant donors to ensure compliance. • Develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs. • Coordinated compilation and dissemination of Annual and Quarterly Reports for the programs and projects in CEHURD. • Organize and coordinate lessons learnt workshops/review of program work plans with partners and other stakeholders. • Facilitate documentation and reporting of assessments, program data, lessons learnt and best practices for internal and external sharing. • Develop and maintain effective information database on projects, providing resource and necessary support for program and projects inputs and outputs. • Act as a focal person for communication within programmes, coordinating information request and documentation of best practices for internal and external sharing. • Contribute towards ensuring timely, quality and accurate programme quarterly and annual reporting. <p>b) Other Key Responsibilities:</p> <p>In addition to individual respective tasks, all CEHURD employees are expected:</p> <ul style="list-style-type: none"> ▪ To adhere to our organizational values and to actively promote their application 			

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amongst colleagues.

- To undertake tasks in a creative, self-driven and innovative fashion.
- To identify and implement additional tasks/ ideas of benefit to the organization (whether directly linked to one's job or not).

The attainment of the above will be reflected in the employee's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

Key Relationships:

- CEHURD Executive Director
- All CEHURD Officers
- Other CEHURD staff
- CEHURD thematic committees
- Other networks
- CEHURD Partners and stakeholders

Key competences and Qualifications

- A Bachelor's Degree in Economics, Social Sciences, or other relevant discipline;
- Masters Degree or higher in Economics, Public Health, or other relevant discipline will be an added advantage;
- A minimum of Five (5) years working in monitoring, evaluation and research in the public health field,
- Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods including research/study design and implementation, design and data analysis;
- Knowledge of Human Rights Based Approaches will be an added advantage.

Other Skills required

- Rich experience preferably of programming
- Good knowledge of Programme cycle Management and Development.
- Communication and analytical skills.
- Computer skills especially statistical analysis using SPSS, Ms Access, STATA, Excel, among others