

# JOB DESCRIPTION

<b>Job Title: MONITORING, EVALUATION AND LEARNING OFFICER</b>	
<b>Department:</b>	<b>BUSINESS DEVELOPMENT</b>
<b>Reports To:</b>	<b>MANAGER, KNOWLEDGE MANAGEMENT</b>
<p><b>JOB PURPOSE</b></p> <p>The job purpose for a Monitoring, Evaluation, and Learning (MEL) Officer typically revolves around implementing and overseeing systems that track, assess, and enhance the impact and effectiveness of programs and projects within an organization. The MEL Officer plays a crucial role in ensuring that the organization achieves its goals by continuously learning from its activities, adapting strategies based on evidence, and improving overall performance. The Monitoring, Evaluation, and Learning (MEL) Officer is responsible for developing, implementing, and managing robust monitoring, evaluation, and learning frameworks to track the progress and impact of organizational programs. By systematically collecting and analyzing data, the MEL Officer provides critical insights to inform decision-making, improve program effectiveness, and enhance organizational learning. The ultimate goal is to ensure that the organization's initiatives are well-aligned with its mission, deliver measurable results, and contribute to positive and sustainable outcomes.</p> <p><b>KEY RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Designing Robust Organizational Learning Systems: <ul style="list-style-type: none"> <li>• Spearhead the development of comprehensive procedures, processes, and systems aimed at fostering a culture of continuous learning and knowledge sharing throughout the organization.</li> <li>• Leverage insights derived from program results, approaches, partner feedback, and lessons learned to contribute meaningfully to the broader field and influence the design of future programs.</li> </ul> </li> <li>2. Elevating Monitoring, Evaluation, and Learning Practices: <ul style="list-style-type: none"> <li>• Implement strategies to enhance monitoring, evaluation, feedback, and learning practices across the organization.</li> <li>• Conduct training sessions, workshops, webinars, and other capacity-building initiatives to empower teams with the necessary skills and knowledge to engage in effective monitoring and evaluation activities.</li> </ul> </li> <li>3. Building Data Infrastructure for Strategic Decision-Making: <ul style="list-style-type: none"> <li>• Establish and maintain a robust data infrastructure to facilitate ongoing monitoring, evaluation, feedback, and learning initiatives.</li> <li>• Utilize data-driven insights to inform strategic decision-making and enhance the overall implementation of programs.</li> </ul> </li> <li>4. Implementing a Comprehensive Monitoring and Evaluation Framework: <ul style="list-style-type: none"> <li>• Develop, implement, and refine a monitoring, evaluation, and feedback framework to systematically aggregate and communicate program results.</li> <li>• Collaborate closely with program officers, program managers and directors to analyze and synthesize impactful practices and innovative ideas derived from grassroots partners' work.</li> </ul> </li> </ol>	

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5. Enhancing Credibility and Visibility:
  - Improve the organization's standing within the philanthropic community and enhance credibility with both public and private donors.
  - Elevate the ability to collect, document, and effectively communicate results and program impact to key stakeholders.
6. Strategic Alignment in Funding Proposals:
  - Collaborate on relevant sections of funding proposals, ensuring alignment between partner capabilities and project requirements.
  - Articulate outputs, outcomes, and impact to present a compelling case for donor support.
7. Guiding and Informing Evaluation Initiatives:
  - Play a key role in guiding periodic reviews and evaluations of specific grant-making initiatives.
8. Capacity Development and Technical Assistance:
  - Collaborate with grantees to identify, adapt, and implement approaches, tools, and resources.
  - Facilitate technical assistance to grantee partners, empowering them to effectively demonstrate program outcomes and impact.
9. Continuous Improvement and Learning:
  - Stay abreast of developments in the field of evaluation and organizational learning.
  - Proactively identify and incorporate best practices and innovative strategies to ensure that CEHURD remains at the forefront of effective evaluation and learning methodologies.

Carry out any other duties or special assignments as assigned by management.

## QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE, BEHAVIORS AND ATTRIBUTES

### QUALIFICATIONS:

#### 1. Educational Background:

- A bachelor's degree in a relevant field such as monitoring and evaluation, statistics, social sciences, international development, or a related discipline.
- Five years of experience in monitoring and evaluation roles, preferably in the context of health or human rights programs.
- Experience managing M&E activities for health-related projects.
- Proven experience in designing and implementing monitoring and evaluation frameworks.

### SKILLS:

- *Data Analysis*: Proficient in quantitative and qualitative data analysis using tools such as Excel, SPSS, or other statistical software. Ability to interpret and present data in a clear and meaningful way.
- *Monitoring and Evaluation Tools*: Familiarity with various monitoring and evaluation tools and methodologies. Experience in designing and implementing MEL frameworks.

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- **IT Proficiency:** Competence in using information technology for data collection, analysis, and reporting. Familiarity with data visualization tools and platforms.
- **Communication Skills:** Excellent written and verbal communication skills. Ability to convey complex findings and insights in a clear and understandable manner to both technical and non-technical stakeholders.
- **Project Management:** Strong project management skills to oversee MEL activities effectively. Ability to manage multiple tasks and deadlines concurrently.

## EXPERIENCE:

- **Monitoring and Evaluation Experience:** Proven experience in designing and implementing monitoring and evaluation systems. Previous roles in conducting assessments, surveys, and evaluations.
- **Industry Knowledge:** Understanding of the specific industry or sector in which the organization operates. Familiarity with international development, non-profit, or government sectors can be beneficial.

## COMPETENCIES:

- **Analytical Thinking:** Strong analytical skills to interpret data, identify trends, and draw meaningful conclusions. Ability to think critically and solve problems.
- **Adaptability:** Ability to adapt to changing circumstances and evolving project requirements. Flexibility to navigate diverse contexts and challenges.
- **Attention to Detail:** Meticulous attention to detail to ensure data accuracy and reliability. Thoroughness in designing and implementing MEL frameworks.
- **Interpersonal Skills:** Strong interpersonal skills to collaborate with diverse stakeholders, including program managers, partners, and donors. Ability to work effectively in a team-oriented environment.
- **Innovative Thinking:** Willingness to explore innovative approaches to monitoring and evaluation. Proactive in seeking out new technologies and methodologies.
- **Ethical Conduct:** Adherence to ethical standards in data collection, analysis, and reporting. Respect for confidentiality and privacy considerations.
- **Results-Oriented:** Goal-driven and focused on achieving measurable outcomes. Proven ability to contribute to organizational learning and improvement.