



JOB ADVERTISEMENT- OPERATIONS MANAGER

Organization	COOPI – Cooperazione Internazionale is a relief and development organization founded in Italy in 1965. COOPI’s envisions a world without poverty where diverse cultures live together sharing equal rights and equal opportunities. COOPI’s mission is to reduce poverty in the global South through interventions of long-term sustainable international cooperation. COOPI also conducts advocacy activities in Italy, to fight the cause of the serious economic gap between the North and South.
Position	Field Monitoring and Evaluation Coordinator
Reporting To	Regional Program Coordinator
Duration	1 year with possibilities of extension (3 months’ probation period at the start)
Location	Gedo and Bay Regions -Somalia with frequent visits to other field stations in Somalia
Key Tasks	<p>The Field Monitoring coordinator’s role is to support in projects accountability, quality assurance and learning, Implementation of the monitoring and evaluation system by ensuring the timely collection, dissemination and use of M&E findings to improve projects policies and practices.</p> <ul style="list-style-type: none"> • In collaboration with the PMs, participate to the launch of the program in field and support determine information needs of the project management, implementing partners and primary stakeholders, the cooperating institution and funding agencies; • In collaboration with the PMs, organize regular project monitoring and review the relevant data collection tools designed by the Data Analyst ensuring that they capture data on information needed for monitoring and evaluation of performance of the projects; • In consultation with the Data Analyst, agree on how to collect, record, analyze & report progress against planned targets for each level of the log frame; • Undertake the routine field checking of the work of enumerators , supervise quality in the field and ensure data accuracy and completeness; • Support the PMs in execution of projects monitoring plan, including how and when to measure progress towards achievement of outcomes and associated indicators; • Review beneficiary selection criteria processes and verify the targeting of beneficiaries through post- distribution monitoring; • Use various participatory and quantitative methods to collect data including focus group discussions • (FGDs) and post-distribution monitoring; • Undertake routine field checking to ensure that the project is implemented as planned and that beneficiaries are fully aware of the project deliverables; • Regularly interact with the projects beneficiaries ensuring that are fully aware of COOPI’s feedback and • complaint mechanisms; • Responsible for ensuring that primary stakeholders are involved to the fullest extent possible in undertaking M&E; • Train and supervise survey enumerators and data entry staff on the data collection tools, methods of data collection, when required; • Ensure that data quality control processes (including data checking and daily de-briefing) is implemented for all surveys conducted; • Conduct qualitative and quantitative data analysis when requested by PMs and RPC, and write clear, concise and accurate reports in reports in English including recommendations for programming; • Following up on the feedback and complaints mechanism system in place. Answer calls, register feedbacks and complaints in strict collaboration with M&E, PMs and RPC as per COOPI guidelines.

	<ul style="list-style-type: none"> • Assist in developing template questionnaires for the selected beneficiaries to be called by the Complaint officer. • Assist in identifying required training support, design and conduct training for all project staff on M&E • processes, including reporting process, project documentation requirements for accountability and achievement of expected results; • Continuous updating of the Indicator tracking table (ITT) as per the project progress. • Prepare regular field monitoring reports on activity implementation, outputs, progress and impact/feedback from beneficiaries; in line with donors and M&E Plan
Required Skills and Experience	<ul style="list-style-type: none"> ✓ Holder of a Degree in Sociology, Rural Development, Community Development, and Social works with at least five years professional experience. ✓ Five or more years work experience in Monitoring & Evaluation for NGOs, particularly in conducting assessments, surveys and using participatory methods for qualitative and quantitative data collection; ✓ At least three years' experience in cash and voucher based programming (food vouchers, cash for work, vouchers for agricultural inputs etc.) ✓ Must have a clear knowledge of the region of operation and experience working in fast paced humanitarian programming in Somalia ✓ Strong computer skills and ability to use standard computing packages (word, excel, outlook, power point, internet etc.); ✓ Knowledge of SPSS, Stata, ENA SMART and other analytical software. ✓ Developed planning, organizational and research / analytical skills; ✓ Strong team working and interpersonal skills; ✓ Good communication and inter-personal relation skills. ✓ Strong writing skills (clear, concise and compelling). ✓ Comfort and efficiency in IT systems including MS Office Suite. ✓ Fluency in English and Somali language.
Start date	June 2018
Application	<p>Interested candidates who meet the required qualifications and experience are invited to submit their applications through email to hr.nairobi@coopi.org to COOPI's HR & Admin Manager; with subject line as "Field Monitoring and Evaluation Coordinator" by 21st May, 2018.</p> <p>The application should be a cover letter and CV as one document and indicate the title of the position on the subject line this will ensure we capture your application in the right way.</p> <p>Applications should include contact details of three professional referees. One referee must be the applicant's Immediate supervisor.</p> <p style="text-align: center;">COOPI is an Equal Opportunity Employer <u>Qualified female candidates are strongly encouraged to apply</u> Only short listed candidates will be contacted.</p>