



VACANCY ADVERTISEMENT

The Adventist Development and Relief Agency (ADRA) is an International Non-Governmental Organization registered in Kenya and operating in Somalia. Applications are hereby invited from suitably qualified candidate to fill the position of **M&E Officer to be based in Kismayo Jubbaland**.

Duties & Responsibilities:

- Conduct regular visits to project sites to monitor implementation of activities, gather feedback from beneficiaries and submit timely detailed report on findings to inform program decision making;
- Assist the Project Manager to develop systematic and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators;
- Monitor and evaluate overall progress on achievement of results as well as the sustainability of the project results and report periodically to the project team;
- In liaison with Project Manager, organize and coordinate workshops and review meetings for lessons learnt and work plans with partners and other stakeholders;
- Develop and maintain a system for archiving M&E guidelines, tools, data files and reports;
- Develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs, including input for impact related success stories/ human interest stories and case studies;
- Assist in gathering, summarizing and disseminating relevant technical updates on program planning monitoring, evaluation and operations research within the project;
- Conduct capacity assessments on existing monitoring and evaluation system to identify training needs;
- Build M&E capacity of local partners and staff on the logical framework, data management, data analysis and results-oriented monitoring, evaluation and reporting;
- Support the coordination of assessments, mid-term reviews and evaluation of program activities and ensure proper documentation of innovative approaches and best practices for dissemination and sharing experiences to promote repeat applications or scaling-up in different community settings;

Qualification requirements:

Education:

- University Degree preferably in Business Administration, Economics or related field;
- Advanced certificate in M&E is preferred;

Experience, competencies and skills:

- At least five (5) years of professional experience in an M&E position responsible for implementing M&E activities of development projects;
- Experience in designing, implementing and operating project M&E systems and tools from project initiation to closeout stages;
- Demonstrated expertise in analyzing data using statistical software including data quality oversight;
- Experience in design and management of monitoring database system;
- Experience in performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans;
- Good knowledge of the major evaluation methodologies (qualitative, quantitative, mixed-method, and impact);
- Ability to train and build capacity of others;
- Excellent analytical skills;
- Excellent communication skills. Good command of English and Somali languages (written and oral);

If you meet the above requirements, please send your application letter and Curriculum Vitae to hr@adrasom.org not later than 22nd June 2018. Only short-listed candidates will be contacted.