

1. PROGRAM MANAGER/MONITORING AND EVALUATION SPECIALIST

Reports to Executive Director

Responsibilities:

- Overall leadership and management relating to the operationalisation and implementation of the project Organization;
- Develop annual budget and Results based work plans to the Organization's project , with clear targets and deliverables;
- Management of the staff, work plans and budgets to the Organization's project;
- Develop, manage and implement a monitoring and evaluation framework to the Organization;
- Supervise monitoring and evaluation processes and ensure quality and timely periodic production of M&E information products in line with requirements and against the set indicators;
- Develop monitoring and evaluation tools for regular/periodic reporting on achievements of output/outcome indicators;
- Timely production of the monitoring and the evaluation reports as per agreed timelines;
- Review M&E information products/tools, distil and communicate their implications for the project implementation, including modification in geographical priorities, target groups, interventions and implementing partners with a view to sharing project direction;
- Coordinate and supervise development of the information management systems for the monitoring and the evaluation;
- Assist all project staff in the project planning and implementation carrying out project assessment;
- Supervise consultants contracted to complete a specific piece of work in support of the Organization's project , M&E system, and approve their final deliverables;
- Build internal (Organization staff) capacity on M&E High-level development partner negotiations in the terms of M&E technical assistance;
- Advocate and lead on the communication activities relating to the Organization's project M&E system;

Desired Skills and Abilities

- Excellent interpersonal skills and possession of a teamwork orientation and ability to interact harmoniously and effectively with colleagues from diverse disciplines perspectives.
- Ability to make objective decisions and resolve problems, exercising the highest responsibility to handle confidential and sensitive issues in a reasonable and mature manner.
- Strong organising, work planning and scheduling skills, capable of handling large volumes of assignments accurately and thoroughly.
- Excellent communication and presentation skills, both oral and written, proven ability to clearly and concisely prepare, present, discuss and defend issues, findings and recommendations.
- Level IV in English, ability (fluent) is required (speaking, reading, and writing).

Education and Experience

- Masters Degree or Equivalent in a relevant area of the social science
- At least 5 years of experience in the project management experience at senior/management level
- At least 2 years experience in monitoring and evaluation of development programs
- Experience in the design and implementation of a M&E system at least two Organization's projects.
- Experience with project/program cycle (from design to completion)
- Knowledge in data analysis packages applicable to M&E