

JOB DESCRIPTION

Job Title: Monitoring and Evaluation (M&E) Assistant, SCOPE

Reports to: Monitoring and Evaluation Officer

Work Location: Cayes (South)

SCOPE Project:

Implemented by World Relief in Haiti, Kenya, Malawi, and South Sudan, the USAID-funded SCOPE project seeks to use and improve existing private and public health systems, working with health service providers to co-train community health actors strengthen policies to improve access to services. SCOPE increases demand for services by training mothers and caretakers on preventative health measures and health-seeking behavior change. SCOPE provides this training through some of the most trusted voices in the community; religious leaders, and neighbors and will improve advocacy efforts at various levels of the Ministry of Health through strong local partners churches, religious networks, and Christian Health Associations. These local partners are essential for SCOPE's collaboration, learning, and long-term sustainability.

Job Overview and Summary:

Working under the supervision and guidance of the Monitoring & Evaluation (M&E) Officer, the M&E Assistant will be based in WRI Field Office in SOUTH (CAYES). The M&E Assistant will work closely with all program staff in the field to implement the WRI M&E commitments, improve program quality through enhanced data management systems and processes supporting WRI under the SCOPE grant. The Assistant will support the M&E officer in managing day-to-day M&E tasks arising in the Field Office and providing technical support to field teams to ensure effective project implementation.

Responsibilities:

- Receive and maintain clean data source documents from field staff.
- Ensure proper filing and storage of M&E documents, including questionnaires, monitoring reports, datasets, among others.
- With support from the M&E Officer, conduct capacity building and mentorship to field staff.
- Keep the M&E database up-to-date and support program staff prepare periodic high-quality reports.
- Assist program staff during survey planning and implementation, especially preparing needed logistics and participating in data collection and cleaning.
- Develop project monitoring and evaluation tools with support from M&E Officer and Project Lead.
- Maintain confidentiality and observe data protection and other associated guidelines.
- Support M&E officer in the compilation of Monthly, Quarterly, Biannual, and annual reports by providing timely, accurate, and updated data.



- Support project teams to prepare activity reports and documentation of best practices, lessons learned, assessment reports.
- In collaboration with the M & M&E Officer, develop data templates to capture and store data in a mild form.
- Key in data from source documents into computer files.
- Transfer data from paper formats into computer files or database systems using keyboards and recorders.
- Create a database with many figures accurately/without mistakes.
- Verify data by comparing it to source documents.
- Update existing data
- Retrieve data from the database or electronic files as requested.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Process data for use by, among other things disaggregating by gender, age, or any additional description as required by end-users.
- Organize the transferred data into relevant formats and computers files or database systems using appropriate IT.
- Maintain and operate the project database records.
- Supervise staff and enumerators on data collection and handling.

Qualifications and Requirements:

- Undergraduate degree in Monitoring and Evaluation, Project Management, Statistics, Demographics, or any other relevant field.
- A minimum of 1-2 years of work experience and experience in M&E is preferred.

Skills and Competencies:

- French fluency required (verbal and written), and the ability to read and write in English.
- Ability to manage, track and report on program data; proficiency with Excel in monitoring and analyzing data.
- Strong writing and communication skills, including familiarity with writing funder reports, SOPs, and other program management documents.
- Ability to work independently in a fast-paced environment and meet strict deadlines.
- Excellent critical thinking skills; ability to multi-task.
- Knowledge of Electronic Data collection tools.

How to Apply

The applications (CV and Cover letter) should be submitted to wradmin@wr.org quoting position title: M&E Assistant. Closing Date: January 30th, 2022.