**JOB DESCRIPTION**

**JOB TITLE: Field Monitoring and Evaluation (M&E) Offic**er, BHA

**SUPERVISOR: Senior M&E Officer**, BHA

**LOCALISATION:**  South Department /Saint Louis du Sud

**CLOSING DATE: August, 31 2023**

**POSITION SUMMARY:**   
The Field M&E Officer is responsible for the implementation of in country monitoring and evaluation activities. She/he utilizes the Collaboration, Learning and Adaptation Approach to continually assess project progress and facilitate adaptive learning and data-driven decision making, participates in the development and implementation of M&E strategy and tools. She/he ensures quality and timeliness of monitoring and evaluation data in alignment with MEL plan, and liaises with external stakeholders to ensure effective engagement around M&E. Trains and supports staff in the M&E function.

**ESSENTIAL FUNCTIONS:**

* Oversees all aspects of BHA field M&E function with input from BHA Project Senior M&E Officer ,
* Facilitates ongoing reflection meetings to promote “Pause & Reflect” and learn from monitoring and evaluation data,
* Presents data to internal and external stakeholders to share lessons learned,
* Participate in quarterly meetings with global project team to assess and learn from global trends, M&E strategy and tools design and implementation,
* Participate in MEL planning and design process,
* Contribute to Community of Practice with global project team,
* Develop and test Open Data Kit tools,
* Securely manage project database and records,
* Oversight of quality accuracy and timeliness,
* Prepare quarterly reports that meet donor requirements,
* Perform regular data quality assessments,
* Submit accurate data in organizational metrics portal,
* Disaggregate data by age, gender and disability,
* Relationships with local stakeholders,
* Provide support to performance evaluation process in collaboration with USAID Mission, global leadership team, and the external evaluation team,
* Work with global leadership team and external consultant to ensure effective evaluation,
* Facilitate joint monitoring with WRH Country M&E team, USAID Mission and other partners such as BHA line Ministries,
* Solicit and incorporate feedback from stakeholders on project progress according to monitoring and evaluation data.
* Prepare and present findings at learning summits and conferences and to the project or WRH Team,
* Support capacity building for project staff,
* Train and supervise enumerators and staff in data collection,
* Train key staff in M&E plan, system, and data collection methodology,
* Work with project staff to promote data visualization and data-driven decisions at the community level,
* Collaborate with project manager and staff to ensure data informs project management and decision-making.

**Qualifications Required:** **Education and Experience**:

* Bachelors or Master’s degree in statistics, demographics, public policy, international development, public health, or a related field. An advanced certificate in M&E or statistics preferred.
* Excellent written and oral English and French skills required.
* Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
* 5 years of professional experience in M&E position responsible for implementing M&E activities of an international development project. Experience with USAID or another publicly funded project preferred.
* Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans and tools.
* Knowledge and experience with qualitative and quantitative data collection and analysis,
* Experience in planning and managing surveys.
* Experience developing and refining data collection tools, including using Open Data Kit for mobile data collection.
* Experience with data quality assessments and oversight.
* Experience managing and providing ongoing training to field staff on M&E.
* Experience liaising with external stakeholders
* Skills in the local language.
* Being or living in the south department

Personal Skills:   
Commitment to World Relief’s values, Vision and Mission.

**FEMALE CANDIDATES ARE ENCOURAGED TO APPLY!**

**HOW TO APPLY**

Please send your applications to the following email address: wrhadmin@wr.org with “**Field M&E Officer-** **Saint-Louis du Sud** " in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.