

JOB DESCRIPTION

JOB TITLE: Field Monitoring and Evaluation (M&E) Officer, BHA

Position to be filed : 2

SUPERVISOR: Senior MEAL Officer, BHA

LOCALISATION: South Department (**Maniche,Cavillon,Saint Louis du Sud**)

POSITION SUMMARY:

The Field M&E Officer is responsible for the implementation of monitoring and evaluation activities in the project areas of intervention. 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 MEAL plan, and liaises with external stakeholders to ensure effective engagement around M&E. Trains and supports project 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 MEAL planning and design process,
- Develop and test Open Data Kit tools,
- Securely manage project database and records,
- Oversight of quality accuracy and timeliness,
- Prepare regular reports (Weekly, monthly and quarterly) 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,
- Solicit and incorporate feedback from stakeholders on project progress according to monitoring and evaluation data.
- Prepare and present findings at learning to the project or WRH Team,

- 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.
- Perform any other tasks as directed by your supervisor and/or the leadership team

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.
- 3 years of professional experience in M&E position responsible for implementing M&E activities. 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.

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: wradmin@wr.org with “**Field M&E Officer-Arniquet** ” in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained not later than July 29th 17h:00 PM