



<b>JOB TITLE</b>	: MONITORING & EVALUATION OFFICER
<b>DUTY STATION</b>	: SOS CHILDREN'S VILLAGE GULU
<b>REPORTING TO</b>	: PROGRAMME COORDINATOR
<b>PROJECT</b>	: BETTER OUTCOME PROJECT
<b>NUBER OF VACANICES</b>	: 1
<b>CONTRACT DURATION</b>	: ONE YEAR Renewable

#### Scope

The **M&E Officer** will play a key role in providing support for monitoring and evaluation of the on-going better outcome project. He / She will be responsible for overall strengthening of the M&E functions and learning needs for improvement of the project and will come up with findings based on real data to show performance of the projects.

#### PRINCIPLE TASKS & RESPONSIBILITIES:

- Develop the overall framework for the M&E.
- Provide technical advice and guidance on data collection by Field Officers and ensure quality of the data.
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- To analyse and discuss findings based on regular monitoring data
- Provide technical support on M&E and evidence-based recommendations to the Programme Coordinator.
- Develop monitoring and impact indicator for the project success.
- Provide feedback to the programme Coordinator on project strategies and activities.
- Ensure that implementation of field activities adheres to SOS monitoring and evaluation system
- Provide inputs, information and statistics for quarterly, annual and other reports to the programme Coordinator.
- Support Field officers through technical guidance on usage of M& E tools for the better outcome projects.
- Undertake regular visits to the fields to support implementation of monitoring and evaluation, check the quality of data produced, and to identify where adaptations might be needed.
- Participate in evaluation, reviews, survey, surveillance or special studies focusing on the overall performance of the better outcomes project.
- Foster participatory planning and monitoring; organize and provide refresher training in monitoring and evaluation for programme staff, local organizations and primary stakeholders with a view of developing local monitoring and evaluation capacity.
- Prepare and submit timely reports to the FSP Coordinator on programme intervention.

### **Minimum Requirements**

- A University Degree in Social Sciences, Development Studies, Statistics, Economics or related field
- In-depth knowledge on M&E and development issues
- At least 3 years of experience in the design and implementation of M&E/MIS in development projects implemented by a reputable organization.
- Proven ICT skills, especially in the development of MIS software using database software.
- Expertise in analyzing data using statistical software.
- Strong training & facilitation skills including Good analytical skills in data processing, analysis and its interpretation.
- Ability to work independently and show professional judgment in carrying out assigned task.
- Ability to function as a productive member of a result oriented team is important.
- Must have a valid riding permit.

### **HOW TO APPLY**

If you believe you are the right candidate for this position, please send your application letter, detailed curriculum vitae (CV), and photocopies of academic certificates, and names and contact details of three traceable referees to the address below **to reach not later than, 31<sup>st</sup> May 2017:**

The National Human Resource Coordinator,  
SOS Children's Villages Uganda,  
25 km on Kampala-Entebbe Rd, Abaita Ababiri,  
P.O Box 27510,  
Kampala

Electronic Applications must be sent as one **Single Document not exceeding eight pages to:** [elizabeth.opio@sosuganda.org](mailto:elizabeth.opio@sosuganda.org)

Applications that are late, do not have CV or certificates attached, will be disqualified. Only shortlisted candidates will be contacted.