



ANCEFA a pan African NGO working in the Education field is looking for a **Monitoring and Evaluation Officer**.

JOB PURPOSE: To set up and implement a sound and effective Monitoring & Evaluation system that informs staff, Board and Partners on program's achievements, impacts and gaps to assist in decision making.

DIMENSIONS:

- Development, coordination of and delivery of agreed plans or strategies.
- Providing specialist advice or specific skills to teams to reinforce program quality and learning within and between programs.
- Requires the ability to analyze and communicate complex qualitative and quantitative information to a wide range of staff and partners.
- Develop staff and partner capacity in program quality; especially, participatory programming, monitoring, indicator setting, evaluation, reporting and gender and diversity
- Decision-making requires significant levels of judgment based on technical experience, generally actively supported within line management or the program team.
- Role is variable with well-defined targets and/or minimum standards and is both proactive and reactive.
- Ensuring that program Officers and Coordinators are critical about program quality and achievements

KEY RESPONSIBILITIES:

1. PROGRAMME PLANNING AND DEVELOPMENT

- Ensure that the Program offices have complete plans developed that meet the program quality standards.
- Support the Regional Coordinator in coordinating and managing the program development processes at sub-regional and regional levels.
- Ensure that plan documents are live and visible documents for program staff and partner accountability to beneficiaries.

2. MONITORING, EVALUATION AND LEARNING

- Facilitate and coordinate the development of a Monitoring System for the entire program in the various sub-regions.
- Develop and manage a plan for Program Monitoring Reviews, Country Learning Reviews and coordinate its implementation.
- Capture learning and innovative experiences within countries and sub-regions and communicate this learning across programs, and within the region.
- Support partner monitoring processes by controlling to qualitative and quantitative reporting standards

SKILLS AND COMPETENCE:

- Minimum of a B.A/ BSc. Degree in Social Sciences. A postgraduate degree will be an advantage
- 5 years' experience in developing and managing monitoring and evaluation or impact reporting systems
- Fluent in English
- French and/or Portuguese language skills will be an added advantage

Applicant should send their **Resumes and Cover Letters in ENGLISH** by 28th of June 2013 to:
ibisfund@gmail.com