

## **PROGRAM OFFICER – MONITORING, EVALUATION, AND ACCOUNTABILITY LEARNING (MEAL) OFFICER (VCG B 2)**

Department: Programmes Department

Location: Abuja

Duration: One Year (With possibility of Extension)

Reports to: Director of Programmes

Estimated Start Date: As soon as possible

### **SUMMARY OF ROLE**

The Program Officer Monitoring, Evaluation and Accountability Learning (MEAL) Officer will be responsible for the implementation of the Monitoring and Evaluation (M&E) framework of the organisation's projects and contribute to the design and implementation of related core M&E activities (Initiation, project start-up, implementation, and close-out), providing technical M&E leadership for all program Units with specific attention to data quality and use.

### **DUTIES AND RESPONSIBILITIES**

- Conduct frequent visits to the field and assess the quality of ongoing programs
- Ensure understanding and compliance with M&E procedures and provide guidance and coaching to staff
- Prepare monthly, quarterly and annual reports on project progress and monitor the overall progress of the organisation's projects in achieving outcomes and intended goals.
- Contribute to the development, design, and planning of projects so that projects have clear and feasible strategy towards the impact that is in line with the organisation's mission and strategy, and include clearly defined measurable indicators for outputs
- Develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs
- Develop and maintain a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for the major activity undertaken
- Coordinate mid-term reviews and evaluation of program activities and ensure proper documentation of innovative approaches and best practices for dissemination and sharing experiences to promote repeat applications or scaling up in different community settings at field level;
- Assist in gathering, summarizing, and disseminating relevant technical updates on the program planning monitoring, evaluation, and operations research within the project.

- Build capacity of data administrators and other staff on the logical framework, data management, analysis and results-oriented programming
- Provide support in creating standards for capturing data and its storage in the database
- Provide support in the provision of technical training and capacity building in monitoring and evaluation to staff.
- Perform regular field visits to ensure the quality of data collected by field officers and Program staff and to verify the accuracy of the data reported
- Overview preparation of consolidated reports including concise narratives that capture progress against indicators and provide the organisation with accurate and user-friendly information.
- Assist field officers and program teams in analysing and interpreting monitoring and evaluation data.
- Any other duties assigned by Management

## **POSITION SPECIFICATIONS**

### **Education**

- Degree in M&E, Economics, Social Sciences, Business Administration or equivalent. Possession of a master's degree in project planning, developmental studies, or other related areas would be an advantage.

### **Certification and Training**

- Previous training and certification in monitoring & evaluation, developmental studies, project management, economic reconstruction, etc. is required.

### **Experience**

- At least 5 years of experience in a similar role in a comparable organization.
- Must be a self-starter and able to work with little supervision.

### **Others**

- Strong written and verbal communication skills;
- Expertise in analysing data using statistical software
- Excellent computer skills and good interpersonal skills.
- Great organizational, analytical and decision-making skills are essential.