



## VACANCY ANNOUNCEMENT CONSORTIUM MEAL OFFICER

<b>Organization</b>	Adeso : African Development Solutions <a href="http://www.adesoafrika.org">www.adesoafrika.org</a>
<b>Position Title</b>	Consortium MEAL Officer
<b>Reporting To</b>	Consortium Program Manager
<b>Working With</b>	Program Officers, Community Mobilizers and Other Program Field Staff
<b>Programme / Duty Station</b>	Baidoa with frequent travel to the field.
<b>Duration</b>	Eight (8) Months
<b>Starting Date</b>	Immediately

### ORGANIZATIONAL CONTEXT

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

### POSITION SUMMARY

The incumbent will be responsible for the day to day monitoring and evaluations of project interventions in accordance with the implementation framework and donor guidelines. The position is subject to funding.

### POSITION PURPOSE

- Responsible for the day-to-day field M&E activities implementation for the program.
- Ensure timely collection of M&E data.
- Train and capacity build project staff on effective and efficient data management practices.

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- Act as the focal point on all field based stakeholder feedback including management of accountability systems in the field.
- In liaison with the Program Manager, lead, motivate and supervise the field assistant on the proper use of the M&E tools.
- Help with other data management activities including development of monthly M&E reports.

## SPECIFIC ROLES AND RESPONSIBILITIES

- Under the guidance of the Program Manager, carry out M&E activities implementation
- Support the development and implementation of clear, practical M&E plans.
- Establish data collection systems within programmes when requested/review existing data collection tools and systems.
- Support teams – through regular meetings and on the job support - to gather, collate, and analyse monitoring data, as well as to report on findings from monitoring activities.
- Undertake regular visits to the field to support beneficiary accountability processes.
- Participate in the development of templates and guidelines for data gathering, collation and reporting in liaison with programme managers and coordinators.
- Provide technical support to programme teams with qualitative and quantitative data analysis and reporting when requested; work with programme staff to do monthly analysis of output data.
- Improve gathering and use of qualitative data, e.g. through use of case studies.
- Participate in the design and execution of surveys and other assessments; actively collect data where necessary; and also ensure proper coordination.
- Coordinate and share learning related to M&E practices at the field office level, as well as across offices.
- Work with other departments and projects to ensure that the organizational, country and projects knowledge management is supported and maintained at the appropriate levels;

## SKILLS AND QUALIFICATIONS

- University degree in social sciences/another relevant field, or equivalent experience.
- At least three (3) or more years' experience of data collection, collation, analysis, and report writing. (At least 3 years of technical expertise in M&E and program development.
- Ability to design M&E tools, surveys, and evaluations;
- Knowledge of humanitarian principles and minimum standards preferred;
- Ability to train and build capacity of others desirable.
- Working experience in the project areas is preferred.
- Experience working in a humanitarian or other international NGOs is essential;
- Strong computer application skills and ability to use appropriate software such as SPSS, STATA, Excel, MS Access, etc.
- Strong organisational and analytical skills and ability to work well under pressure and with minimal supervision.
- Strong interpersonal and community mobilisation skills.
- Highly motivated, and flexible.
- Excellent verbal and written skills in English and Somali.

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- Willing and able to be based and travel regularly within remote areas, where services are limited.

## APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting the position in the email subject matter, by **28<sup>th</sup> April, 2017**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

**Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.**

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