



**VACANCY ANNOUNCEMENT  
MONITORING AND EVALUATION (M&E) OFFICER**

Organization	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
Position Title	Monitoring and Evaluation (M&E) Officer
Reporting To	Program Manager
Working With	Program Officers, Community Mobilizers and Other Field Staff
Program/Duty Station	Dhobley with Frequent Travel to the Field
Duration	One (1) Year
Starting Date	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 M&E Officer will be responsible for the day-to-day Monitoring and Evaluation of Adeso interventions in Lower Juba in accordance with the implementation framework and donor guidelines.

**POSITION PURPOSE**

The M&E Officer will be responsible for the day-to-day field M&E activities implementation for Lower Juba region. S/he will ensure timely collection of M&E data.

S/he will in liaison with Program Manager lead, motivate and supervise the Field Assistant on the proper use of the M&E tools.

**SPECIFIC ROLES AND RESPONSIBILITIES**

- Under the guidance of the Program Manager, carry out M&E activities implementation in Lower Juba
- Support the development and implementation of clear and practical M&E plans.
- Establish data collection systems within the program and review existing data collection tools and systems.
- Support teams through regular meetings and on the job support to gather, collate and analyze 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 program managers and coordinators.



- Provide technical support to program teams with qualitative and quantitative data analysis and reporting when requested; work with program 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.
- Monitor the progress of the all the Livelihood groups, while documenting success story
- Coordinate and share learning related to M&E practices at the field office level, as well as across offices.

## SKILLS AND QUALIFICATIONS

### Essentials

- Bachelor's degree in social sciences/Economics another relevant field, or equivalent experience.
- Two (2) or more years' experience of data collection, collation, analysis, and report writing.
- Strong organizational and analytical skills and ability to work well under pressure and with minimal supervision.
- Strong interpersonal and community mobilization skills.
- Highly motivated and flexible.
- Excellent verbal and written skills in English and Somali.
- Excellent computer skills, particularly with Microsoft Excel and other statistical packages (SPSS, EPI info)
- 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.somalia@adesoafrica.org](mailto:jobs.somalia@adesoafrica.org), quoting “**Monitoring and Evaluation (M&E) Officer**” in the email subject matter, by **30<sup>th</sup> November, 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.**