



## Vacancy Announcement M&E Assistant

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrika.org">www.adesoafrika.org</a>
<b>Position Title</b>	M&E Assistant – 1 Position
<b>Reporting to</b>	Program Manager SSNP
<b>Working with</b>	Program officers, Community Mobilizers and other Adeso Field staff
<b>Program/Duty station</b>	Afmadow with frequent travel to the field
<b>Duration</b>	Full time 10 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 Adeso interventions of Lower Juba in accordance with the implementation framework and donor guidelines.

### POSITION PURPOSE

1. Be responsible for the day to day field M&E activities implementation for Gedo region.
2. Ensure timely collection of M&E data.
3. In liaison with DPM 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 M&E officer and Deputy M&E manager, carry out M&E activities implementation in lower juba region
- Support the development and implementation of clear, practical M&E plans.
- Establish data collection systems within programs when requested/review existing data collection tools and systems.
- Support teams – through regular meetings and on the job support - to gather, collate, and analyses 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.
- Coordinate and share learning related to M&E practices at the field office level, as well as across offices.
- Conduct beneficiaries' verification in the project targeted communities
- Provide the necessary information on location, date and procedures of cash payment to targeted beneficiaries
- Continuous monitoring of CMDRR and APFs activities on weekly bases while leasing with SPO or LEDO

### SKILLS AND QUALIFICATIONS

- University degree in social sciences/another relevant field, or equivalent experience.
- 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@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting the position in the email subject matter, by **14<sup>th</sup> January 2018**.

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.