

## Monitoring, Evaluation, Accountability and Learning Officer

### Description

#### General Purpose

The MEAL Officer oversees monitoring and evaluation activities for the organization's projects, conducting surveys, and ensuring data collection integrity through site visits. They collaborate with the MEAL department, develop tracking tables, and design tools for project activities. The officer analyzes and reports monitoring data, facilitates information sharing with stakeholders, and contributes to program development by sharing lessons learned.

Throughout the intervention, the MEAL Officer will work towards ensuring quality delivery of all project activities with support from the Project Manager and MEAL department. As part of an experienced project team, you will help coordinate the proper implementation of all project activities through the duties outlined below.

### Responsibilities

#### Main Responsibilities

- 🔍 Conduct surveys, ensuring appropriate sample size and sampling survey methods, data collection procedures, and data verification through periodic site visits.
- 🔍 Collect qualitative and quantitative information on program data through assessments, post-distribution monitoring, and regular market monitoring.
- 🔍 Work with the MEAL department to develop and complete the monthly Indicator Performance Tracking Table (IPTT).
- 🔍 Assist program teams in the selection of beneficiaries as per the established procedure.
- 🔍 Develop relevant MEAL tools for project activities
- 🔍 Facilitate training of staff and Community Mobilizers in M&E data collection tools and participate in the sensitization of beneficiaries in collaboration with program teams.
- 🔍 Support in collating, and analyzing monitoring data, as well as reporting on findings from monitoring activities.
- 🔍 Quantify methods and identify data sources for program performance and impact indicators, in conjunction with the project team. Provide support to the programs within the communities.
- 🔍 Ensure proper monitoring of the program, focusing on the overall M&E framework of the projects.
- 🔍 Present and analyze data based on the information needs of the MCI project

### Hiring organization

Mon Club International

### Employment Type

Full-time

### Duration of employment

9 months

### Industry

Non-Governmental Organization

### Job Location

New Marte, Borno, Nigeria

### Base Salary

₦ 871,065.00

### Date posted

April 22, 2024

### Valid through

28.04.2024

team and ECHO and Mercy Corps.

☐ Provide support to improve monitoring and reporting mechanisms through a revised monitoring and reporting framework.

☐ Review reports against indicators.

☐ Monitor and Evaluate project activities and analyze data to inform program decisions.

☐ Draft and share lessons learned from project intervention for program development and quality control.

☐ Work with program teams to ensure information on program activities is shared within LGAs and provide beneficiary feedback in line with relevant guidelines and frameworks.

☐ Collaborate with government and humanitarian partners to ensure the smooth sharing of information in consultation with the Project Manager.

☐ Analyze data, develop, and submit M&E reports.

☐ Support the program team in facilitating the process of setting up a Complaint Response Mechanism at the Ward/ LGA level and handling complaints/ feedback.

☐ Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners, and primary stakeholders.

☐ Directly supervise data entry and data cleaning activities by the data entry clerk

### **Skills and Competence**

☐ Excellent computer literacy with full knowledge of Microsoft Office applications, including database management systems.

☐ Excellent experience in conducting quantitative and qualitative research, studies, and assessment from start to end including dissemination of findings to a wide range of diverse audiences.

☐ Strong analytical skills and understanding of MEAL Framework, tools, and indicator setting.

☐ Evidence-based monitoring and evaluation frameworks and programs, with emphasis on participatory and partnership-based MEAL approaches.

☐ Strong knowledge of IT applications and development – especially spreadsheets and database management.

☐ Good report-writing skills.

☐ Ability to take initiative, drive to achieve results, ability to develop effective organizations.

☐ Understanding and experience of gender equity issues and their relevance to humanitarian response work.

## **Qualifications**

### **Education, Professional Experience, and Professional requirements**

☐ Minimum of First Degree in Statistics, Mathematics, Social Sciences, Information Management, and other relevant discipline.

☐ Minimum of 3 years' experience on MEAL.

☐ Working knowledge of information collection tools and methodologies with a focus on data analysis and the ability to develop and apply methods and tools for capturing knowledge, preserving, and sharing.

### **Other Requirement (Language(s) proficiency)**

☐ Fluency in written and spoken English. Fluency in Hausa/Kanuri is an advantage.

## **Contacts**

### **How to apply:**

Prospective applicants are to send in their Curriculum Vitae (CV) and Cover letter to [hr@monclubint.org](mailto:hr@monclubint.org). Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

**Deadline:** 26<sup>th</sup> April 2024 by 11:59 pm.