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JOB VACANCIES

Associazione Centro Aiuti Volontari (ACAV) is an international non-profit organisation whose mission is to promote international solidarity for equitable and compatible development in the world so to reach balance between poor and rich social realities. Its cooperation projects for development are based on the values of sustainability, transparency, respect, accountability and reciprocity. ACAV operates according to the principles of equality, non-discrimination and impartiality by adopting the same approach towards all individuals and institutions with whom it interacts.

ACAV operates in close cooperation with local governments and development partners to support high impact, sustainable and replicable development initiatives that transform lives and communities in the hardest to reach rural areas of the developing countries. By adopting a holistic approach which links development and humanitarian response, ACAV intervenes in different sectors, including livelihood and agriculture, water and sanitation, vocational and skills development, environmental protection and conservation, and cross-border cooperation.

ACAV has been awarded a 3-year grant by European Union to finance the implementation of the action titled “**Technical Assistance to Koboko Municipality to implement CRRF: Inclusive Urban Development and Mobility in Koboko, Uganda**”. ACAV now invites applications from suitably qualified and competent candidates to fill the following vacant position:

Position title	SENIOR MONITORING EVALUATION ACCOUNTABILITY AND LEARNING OFFICER (1 POST)
Duty station	Koboko, Uganda
Job purpose	<ul style="list-style-type: none">▪ Set up a M&E framework for effective project implementation by also developing quality control and feedback mechanisms to guarantee proper management of information and data.▪ Conduct routine data collection and run complex data analysis through methodologies and approaches which are consistent with reporting requirements, by also assisting external contractors undertaking studies, surveys and evaluations.▪ Ensure that data on project beneficiaries, activities, progress and performance are promptly collected, documented and analysed in order to inform timely decision making and adopt eventual corrective measures.▪ Ensure that data collection and reporting is undertaken in a timely manner having consideration to donor requirements.

Salary level	Senior staff. Salary and conditions will be in accordance with ACAV's Terms of Employment for national staff.
Reporting to	Project Manager
Main duties and responsibilities	<p>Technical Monitoring and Evaluation:</p> <ul style="list-style-type: none"> ▪ Establish a punctual, reliable and appropriate M&E framework to collect, harmonise and analyse project data on beneficiaries, activities, progress and performance. ▪ Conduct regular field visits to ensure that project activities are being implemented as per grant guidelines and targets. ▪ Work closely with external firms/consultants that will be contracted to undertake different studies, surveys or evaluations by availing relevant project data or information that might be needed. ▪ In close consultation with Project Manager and Project Director, support the organisation and carrying out of joint monitoring and evaluation missions with the donor and other partners. ▪ Participate in project kick-off meetings, review meetings and close-out meeting in order to identify and document key learning from project interventions. ▪ Build the capacity of project staff in terms of donor requirements for monitoring and evaluation. <p>Reporting:</p> <ul style="list-style-type: none"> ▪ Responsible for the initial drafting of project inception, mid-year and annual progress reports working closely with the Project Manager and other project staff. ▪ Ensure the timely submission of good quality MEAL reports, including any other reports requiring M&E inputs and evidence-based data on the project. ▪ Build the capacity of project staff in regards to donor requirements for reporting. ▪ Conceptualise and design infographics, flash presentations and other information outputs about project scope, activities and progress. <p>Knowledge management and learning:</p> <ul style="list-style-type: none"> ▪ Establish and maintain adequate learning systems which incorporate lessons learnt, good practices, and project achievements and gaps. ▪ Promote and facilitate periodic learning practices across the project team and with partners so to document lessons learnt and actively share key learning. <p>Accountability:</p>

	<ul style="list-style-type: none"> ▪ Establish and maintain effective feedback and complaint mechanisms throughout the different stages of project implementation. ▪ Build the capacity of the project staff and other partners to implement feedback and complaint mechanisms. <p>Other tasks:</p> <ul style="list-style-type: none"> ▪ Any other duty deemed necessary to the project and as directed by the Project Manager and Project Director.
Education and professional experience	<ul style="list-style-type: none"> ▪ Bachelor’s Degree in Statistics, Economics, Social Sciences, Monitoring and Evaluation or related field. ▪ Master’s degree in any of the above fields is an added value. ▪ Minimum of five (5) years of direct, “hands-on” working experience in MEAL activities, including in applied research and impact evaluation with development or humanitarian NGOs or related fields. ▪ Post-graduate diploma in M&E along with a strong data analysis background is highly desirable. ▪ Strong understanding of Project Cycle Management (PCM). ▪ Excellent oral and written English skills.
Professional requirements	<ul style="list-style-type: none"> ▪ Strong computer literacy with a full knowledge of MS Office, including Word, Excel and PowerPoint. Competency in using statistical (e.g. SPSS, STATA, R) and GIS software. Demonstrated experience in handling online data collection and analysis applications such as Kobo, Activity info, MDCA, MAGPI, etc. ▪ Strong understanding of MEAL strategies, principles and procedures to ensure effective monitoring, evaluation, accountability, research and learning as well as innovation. ▪ Demonstrated experience in designing and conducting qualitative and quantitative research through various participatory approaches and methodologies. ▪ Strong reporting skills with the ability to present complex information in a clear and compelling manner. ▪ Readiness to commit and adhere to the values, policies and procedures of ACAV.
Personal requirements	<ul style="list-style-type: none"> ▪ Demonstrated understanding of data protection and confidentiality as part of data collection and management as well as reporting. ▪ Strong problem-solving approach with the ability to anticipate problems and proactively suggest solutions.

	<ul style="list-style-type: none"> ▪ Excellent time management skills with the ability to manage multiple priorities and meet the deadlines. ▪ Demonstrated capacity to work under pressure, while being reactive to unexpected demands or changes. ▪ Strong interpersonal and communication skills. ▪ Actively support organisational learning and innovation.
Desirable criteria	<ul style="list-style-type: none"> ▪ Previous experience of working on project funded by the European Union (DG DEVCO). ▪ Previous work experience in project and programmes dealing with forced migration (i.e. Refugees, IDPs, Returnees). ▪ Previous work experience in the project area or West Nile, Uganda is an added value. ▪ Fluency in one or more of the local languages spoken in Koboko and West Nile, Uganda is an asset. ▪ Readiness to start working as soon as possible once selected.
Job duration	Eleven months (11) contract with the possibility of renewal depending on performance and continued donor funding. Initial probation period of three (3) months.