

VACANCY ANNOUNCEMENT

Position: Monitoring & Evaluation Officer

Contract Duration: 20 months

Reports to: Monitoring and Evaluation Manager

Job Purpose: The Monitoring and Evaluation (M&E) Officer will support the implementation of M&E activities under ISER’s project “*Advancing Respect for Human Rights by Businesses in Uganda*”. The person will assist in the design, data collection, analysis and reporting of M&E information to ensure the effective monitoring, evaluation and learning for the project.

KEY DUTIES AND RESPONSIBILITIES

1. Data Collection and Analysis:

- Support the development and implementation of data collection tools, surveys and methodologies for monitoring project activities and outcomes.
- Collect, verify and analyze quantitative and qualitative data from project and operational sources to track progress, identify trends and measure impact.
- Conduct data cleaning, validation and quality assurance processes to ensure the accuracy and reliability of M&E data.

2. Reporting and Documentation:

- Support the preparation of regular M&E reports, including progress updates, performance indicators and findings from evaluations and assessments.
- Compile and organize M&E data and documentation for internal and external reporting purposes, ensuring adherence to reporting deadlines and requirements.
- Assist in the documentation of lessons learned, best practices including success stories and case studies for knowledge sharing and organizational learning.

3. Capacity Building and Training:

- Provide training and technical support to project staff and partners on M&E concepts, tools and processes to strengthen their capacity for data collection and reporting.
- Participate in workshops, meetings and learning events to enhance knowledge and skills in M&E and contribute to continuous improvement initiatives.

4. Collaboration and Coordination:

- Coordinate with the project team and stakeholders to facilitate the integration of M&E activities into project planning, implementation and decision-making processes.
- Liaise with external partners, consultants and stakeholders to support joint monitoring, evaluation and learning efforts as well as promote collaboration on data collection and analysis.

5. Adherence to Standards:

- Ensure compliance with organizational M&E policies, procedures and standards, as well as relevant donor requirements and industry best practices.

- Contribute to the maintenance and updating of M&E databases, systems and documentation to support efficient data management and retrieval.

PERSONAL SPECIFICATIONS:

- Bachelor's degree in a relevant field, such as social sciences, statistics, economics or a related discipline
- Experience in M&E, research, data analysis, or related fields, preferably in the Non-Governmental Organisations sector or international development context.
- Familiarity with M&E concepts, methodologies and tools, including experience with data collection, analysis and reporting techniques.
- Proficiency in using statistical software, database management systems and data visualization tools to analyze and present M&E data effectively.
- Strong analytical skills and attention to detail, with the ability to interpret complex data sets and communicate findings clearly and concisely.
- Excellent organizational and time management skills, with the ability to prioritize tasks, meet deadlines and work independently or collaboratively as part of a team.
- Effective interpersonal and communication skills, with the ability to collaborate with diverse stakeholders and build positive working relationships.
- Commitment to integrity, professionalism and ethical conduct in all aspects of M&E work.
- Fluency in written and spoken English; additional language skills in Lusoga and Lunyolo may be advantageous.
- Willingness to travel upcountry and work flexible hours as needed to support field data collection and project activities

HOW TO APPLY:

To apply for this position, please email a cover letter, Curriculum Vitae/resume (indicating at least 2 references) and copies of academic transcripts to recruitment@iser-uganda.org by **8th November 2024, 5pm EAT**. Please indicate “Applications for M&E Officer” in your email subject. Applications received after the deadline will not be considered.

ISER is an equal opportunities employer and offers a competitive salary commensurate with experience.