**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JD Unique ID:** | 72833 |
| **Job Title:** | M & E Assistant |
| **Company:** | Self Help Africa  |
| **Location:** | Gambia |
| **Contract type:** | 1 year – Fixed Term - Renewable |
| **Location:** | The Gambia |
| **Reports to:** | **M & E Officer**  |
| **Salary:** | Attractive  |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to end hunger and extreme poverty. The organisation now works in 10 countries across sub-Saharan Africa.In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.We are driven by our vision for sustainable livelihoods and healthy lives for all in a changing climate, along with our core values of Impact, Innovation and Community. These values foster a culture of collaboration, inclusivity and a shared commitment to making a meaningful impact in the communities we serve. Our wider organisation also includes social enterprise subsidiary Partner Africa, which provides ethical auditing and consultancy services. |
| **Job Purpose:** | SHA works with smallholder farmers in 10 countries in Sub-Saharan Africa to increase production and productivity, achieve better returns on investment and provide sufficient quantities and quality of food for their families to have a nutritious diet. The purpose of the job is to work with the M&E Officer to ensure effective planning, implementation and reporting of Monitoring and Evaluation related activities for various projects within the organisation. The Monitoring & Evaluation Assistant will be part of the Project Implementation Team and will advise the Project Manager in planning, implementation and reporting of monitoring, evaluation and learning related activities of the Project. S/He will contribute to the development of project related M&E systems, tracking performance indicators, development of data collection tools, data collection, analysis and reporting and drafting of learning papers. S/He will build the capacity of Implementing Partners in M&E, manage surveys through SHA specific methodologies and tools and provide accurate analysis and presentation of information to enhance SHA’s position as a strong development partnerResponsibilities will cover different steps in the whole M&E cycle, including M&E plans, log frames & theory of change. Tasks will comprise process preparation, training, data collection and analysis, and report writing. This role involves a significant amount of travelling within The Gambia.  |
| **Key Responsibilities:** | Ensure planning and implementation is focused on the overall M&E framework of the programme.1. In liaison with the M&E Officer establish a sound M&E system both at the project and partner organizations levels.
* Collaborate in planning and execution of M&E related activities for the projects as stipulated in the project M&E Plan.
* Ensure M&E frameworks, tools and techniques for effective tracking of the project indicators performance and result are in place.
* Undertake monitoring visits to the field throughout the project implementation period, as needed to support and/ or supervise data collection or verify data quality.
1. With guidance from M&E Officer, participate in review of the M&E plan from time to time to ensure it is fit for purpose.
	* + - Take lead in training project staff on SHA and Donor requirements.
* Ensure learning and best practices are shared with a wider audience through sharing of progress reports, case studies and learning papers.
* Organizing project review meetings on regular basis to reflect on implementation process, challenges faced, innovations and lessons learnt.
1. Support the project manager in compiling quarterly and annual reports.
2. Develop measurement methods and identify data sources for project performance and impact indicators at project level in conjunction with the M&E Officer and project team.
3. Provide quality assurance through an adequate implementation of SHA’s M&E system.
4. Ensure that project data are entered on the M&E system and updated on a timely basis by all responsible officers including implementing partners.
5. To support project staff and implementing partners to manage and maintain an updated project database system.
6. In liaison with the M&E Officer, identify training needs, develop a capacity building plan and facilitate capacity development of the implementing partners on project related Monitoring and Evaluation processes.
7. In liaison with the M&E Officer, coordinate programme level surveys, evaluations and research.
8. Facilitate the documentation of human- interest stories (most significant change) through own input and inputs from implementing partners and other team members.
9. Participate in the drafting of quarterly, annual and other reports required by SHA and/or the donor with inputs from the programme team.
10. Any other duties as assigned by the Project Manager and M&E Officer.
 |
| **Key Relationships:** | **Internal*** M&E Officer
* Project Team
* Head of Programmes & Business Development
* Country Director

**External*** Programme Partners
* Government Ministries/ departments
* M&E Advisor (HQ)
* M&E network in The Gambia
 |
| **Knowledge, Experience and Other Requirements** | **Essential*** Working experience in Monitoring and Evaluation of Donor funded Project.
* Has excellent knowledge and practice on Cycle of project management.
* Demonstrated skills in result-based M&E frameworks, indicators tracking, M&E systems development, development of data collection tools and report writing.
* Demonstrated experience in handlings of data and database management
* Experience with data analysis, reporting and visualization.
* Practical/ Field experience in data quality control and management.
* Excellent knowledge of Windows environment (Word, Excel, Power Point, Access),
* Demonstrated experience in Web based platforms /Mobile application.

**Qualification:** * A degree in Agricultural Economics, Statistics, Social Sciences, Development Studies, Project Planning & Management, Monitoring & Evaluation or other related disciplines from a recognized university.
* Training in monitoring and evaluation and/or Project Management will be an added advantage.

**Desirable** * A strong commitment to the aims, objectives and values of SHA “The Gambia”.
* Commitment to international and humanitarian NGO codes, standards and practices.
* Excellent facilitation, communication, leadership and interpersonal relationship skills.
* Outstanding analytical and problem-solving skills.
* Ability to work under minimal supervision and on one’s own initiative.
* Ability to deliver desired results within strict deadlines.
 |
| **Application procedure:** | <https://selfhelpafrica.org/ie/category/careers/careers-west-africa/>1. Please download the Job description
2. Please upload a completed Application Form, CV and cover letter outlining your suitability for the role.
3. Email title must be same as the position you are applying for and the location of the position.
4. In the cover letter (not more than 2 pages), please ensure to explain the following:
* Why you are applying for the position
* How do your skills and experiences meet the job’s specification
* When will you be able to take up the position if successful.
1. The deadline for this application is **31st January 2025.** Only shortlisted candidates will be contacted.
2. Self Help Africa is an equal-opportunity employer and will never ask for funds as part of the recruitment process. Female candidates who meet these qualifications are highly encouraged to apply.
3. **Report Fraud at**[**https://wrs.expolink.co.uk/selfhelpafrica**](https://wrs.expolink.co.uk/selfhelpafrica)
4. All candidates offered a job with Self Help Africa will be expected to sign our [Safeguarding Policies](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) and [Code of Conduct](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.
 |

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**