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**JOB DESCRIPTION**

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| **Job Title:** | M&E Officer |
| **Company:** | Self Help Africa / United Purpose |
| **Location:**  | Kabale |
| **Contract type:**  | Fixed Term  |
| **Hours:** | 40 |
| **Reports to:** | **Project Manager** |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2023 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work reached more than six million people and invested upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | The M&E Officer will implement the effective Monitoring, Evaluation, Accountability and Learning agenda of the GREEN project in Kabale District. Under the supervision of the Project Manager with the support of the MEL Advisor, s/he will be responsible for process monitoring, data collection, analysis, management, learning activities and use of monitoring outputs to improve project programming. S/he will be working closely with project teams to assess field conditions, support capacity building initiatives for improved programmingThe duties and responsibilities as set out below are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of her / his level of skills and experience. |
| **Key Responsibilities** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Program Management Support/System Development.** 1. Lead on implementation of all M&E initiatives for GREEN project including process monitoring, data quality and tracking activity progress.
2. Ensuring timely drafting of result oriented result project plans and scopes of work and their approval for efficient project implementation
3. With guidance from the Project Manager and MEL Advisor draft and revise tools and as well as data collection procedures.
4. Draft standard operation procedures in relations to project activities.
5. Support documentation and review of case studies and best practices.
6. Support project planning, review and reporting procedures
 | * M&E plan in place and functional
* Approved project plans and scopes of work
* Timely implementation of Monitoring, Evaluation, Learning activities as per the SHA and donor guidelines.
* Quality implementation of the GREEN Project action
* Evidenced monitoring evaluation and learning impacted programming.
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| **R2: Data Collection, Management and Analysis.**1. Facilitate data collection, entry, basis analysis and the flow of data with the project teams.
2. Perform regulated field visits to ensure that quality of data are collected by the project team and verify the accuracy of reported data.
3. Support the Project Manager and MEL Advisor to ensure that donor and senior management data queries are addressed.
4. Support and participate in market diagnostic, baseline, mid-term and end line survey.
5. Design models of data input, using appropriate software especially Excel among others as and will be specified.
6. Ensure filing and electronic archiving of project reports and other documents produced within the framework of project implementation
 | * Timely, accurate and quality data collected and analysed.
* Proper filing of data for project activities
* Gender and disability inclusive indicators
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| **R3:** **Communication and reporting** 1. Support Project Manager and MEL Advisor in reviewing internal and donor reports.
2. Guide the regular sharing of the outputs of M&E findings with project staff, and primary stakeholders
3. Perform other related duties as required
 | * Timely and quality reporting internally and to donors.
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|  | **R4: Learning and Innovation**1. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organization level focal groups.
2. Explore opportunities for positioning, innovation, upscaling and potential follow up,
3. Represent in the organization in coordination meetings.
 | * Timely document of learning and adaptive programming applied.
* Inclusive project processes and outcomes
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| **Qualifications/Other Requirements:** | **Essential:*** Hold a bachelor’s degree in Agriculture, Development Studies, agribusiness or its equivalent
* Minimum 3 years experience related to Project M&E, planning and implementation of M&E systems, M&E methods and approaches data analysis, and knowledge of statistical data
* Additional post graduate qualification in M&E or project planning and management or its equivalent will be an added advantage.
* Good knowledge of data management (collection, analysis and interpretation using relevant software/ applications)
* Ability to manipulate large data sets, and excellent attention to details.
* Ability to effectively use MS Office suite
* Must be good in English with good writing skills. A working knowledge of one or more of the native languages in Kabale District would be an advantage;
* Ability to work in a multicultural environment; ability to establish and maintain good working relationships;
* Understanding of key aspects of SHA development work; including food, nutrition and livelihood security and cross-cutting themes (e.g. youth, social inclusion, environment, HIV and AIDS);
* High level of integrity and high standards of personal conduct;

**Desirable:*** Experience working in project geographical region
* Experience working with farmer groups and private sector actors.
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| **Key relationships:** | **Internal*** Project Manager, Project Officers, technical Coordinators & other project staff
* Self Help Africa Uganda Country Programme Staff and administrative staff

**External*** Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations
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| **Most Critical Proficiencies:** | * Excellent communication skills
* Ability to work as part of team across different cultures.
* Ability to work with minimum supervision and take initiative
* Ability to solve problems and take corrective action.
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*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

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