|  |
| --- |
| **JOB DESCRIPTION** |
| **Job Title:** | Field Monitoring & Evaluation Assistant Officer (2x) |
| **Company:** | Self Help Africa |
| **Team:** | Programme |
| **Location:** | * Bahir Dar Cluster based in Libo Kemkem or Goncha (flexible),
* Akesta Cluster based in Woreilu Eliu,

 with frequent travel to Field Offices.  |
| **Contract Type:** | Six month, renewable depending on funding |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Field Monitoring & Evaluation Officer  |
| **Salary:** | As per SHA scale |
| **Organisation overview:** | Self Help Africa is an international NGO dedicated to the vision of Sustainable livelihoods and healthy lives for all in a changing climate. Headquartered in Ireland, with offices in the UK, the US, Brazil, Bangladesh, Burkina Faso, Ethiopia, the Gambia, the Democratic Republic of Congo, Ethiopia, Kenya, Malawi, Mozambique, Nigeria, Uganda, Senegal, and Zambia. SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages.SHA is currently implementing a portfolio of approximately 80 projects in 16 countries, funded by a variety of institutional and private donors including the European Union, Irish Aid and USAID.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. Our three core values are: ▪ **Impact:** We are accountable, ambitious and committed to systemic change. ▪ **Innovation:** We are agile, creative and enterprising in an ever-changing world. ▪ **Community:** We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | The Field M&E Assistant Officer works as part of the Monitoring and Evaluation (M&E) Team to support the development and implementation of monitoring and evaluation systems in all technical areas of SHA’s R4 project areas. The role will focus on the implementation and strengthening of SHA’s organizational M&E approach to the highest attainable standard, with emphasis on system compliance and quality control.Responsibilities will cover different steps in the whole M&E cycle, including data collection of the entire R4 project areas, and engage throughout the M&E plans, in close coordination with the Field M&E Officer and M&E Advisor. Tasks will comprise process preparation, training, data collection and analysis, and brief report writing. As a member of the M&E Team, the Field M&E Assistant Officer will coordinate with other members of the team to ensure data related to training, distribution of inputs, capacity building, and targeting are accurately recorded and submitted through the established system. The post holder will be responsible to fed data into the Impact hub offline as necessary. This role involves a significant amount of travelling within the project locations. |
| **Key Responsibilities:** | * Conduct ad hoc assessment interviews at field office levels according to the request from the M&E unit.
* Conduct focus groups discussions and any other studies, assessments and data gathering efforts as per request of SHA M&E unit.
* Assist the Field M&E Officers to collate and write a success story and case studies monthly.
* Assist in routine data collection and entry for project interventions implemented in the field through the online system as well as with regular reporting system.
* Ensure complete, accurate, clean, and consistent data is shared with the M&E Officer for data analysis and action planning.
* Ensure proper filing and storage of M&E documents including questionnaires, monitoring reports, datasets, among others.
* Participate in regular data verification and audit exercises to assess the quality of data reported and address any inconsistency identified.
* Timely update entry of monitoring data into online impact HUB/ECRRB system and computer-based data collection systems and work closely with M & E team to resolve data quality issues observed.
* Support Monitoring and Evaluation activities to ensure that SHA program-based monitoring activities are being performed according to schedule and work plan
* Support and collaborate with the M&E team to provide timely reports and data summaries.
* Assist in collecting and managing complaints and feedback in close collaboration with the project team to establish satisfaction.
* Track timeliness of response to complaints and maintain an updated complaints tracker.
* Assist in conducting field monitoring visits to ensure data quality and compliance.
* Validate and verify the accuracy of all field data via phone calls, and in consultation with the sales & marketing team to maintain a clean database.
* Participate in meetings aimed at making improvements to data related challenges.
* Prepare and maintain data base and perform other duties as assigned from time to time by M and E team as required.
* Work closely with Programmes Department colleagues and Community Development Facilitators.
* Collaborate with the Monitoring and Evaluation Team to be able to provide or include updates.
* Collating updates and submit timely; accurate, clear and consistent information and data, case studies, photo stories, video key messages as required.
* Implement standards and guidelines for SHA R4 project and partners communication works.
* Perform other related duties and tasks as assigned.

  |
| **Key Relationships:** | **Internal*** Field M&E Officer (Line Manager)
* Cluster Coordinator and M&E Officers
* Community Development Facilitators and Project Officers
* M&E Advisor and Team Leader (Liasion)

**External*** Donor staff
* Partners (NGOs, private sector, regional bureaus, academic institutions)
 |
| **Knowledge, Experience & other Requirements** | **Essential*** University degree (BA in Social Fields or any related field) with 4 years’ experience in NGO or similar institutions.
* Previous experience in managing data through android device.
* Good knowledge of the region, and willingness to be based and work in hard-to-reach areas.
* Good understanding and knowledge of the Core Humanitarian Standard principles
* Ability and willingness to travel to the project locations.

**Desirable** * Experience and/or knowledge of agricultural, rural development.
* Knowledge of the smallholder farmers context, agriculture, and development work in Ethiopia is an asset.
 |

*All candidates offered a job with Self Help Africa will be expected to sign Self Help Africa’s 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. The role also requires Police/DBS/ vetting to be able to travel.*

**Self Help Africa is an Equal Opportunities Employer**