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**JOB DESCRIPTION**

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| **Job Title:** | **District Monitoring & Evaluation Officer** |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Karonga |
| **Reports to:** | District Project Manager |
| **Job Purpose:** | The District Monitoring and Evaluation Officer will be responsible for all data collection, analysis, and learning activities in Karonga and Chitipa districts to ensure effectiveness, efficiency and accountability in implementation of the BETTER project.  BETTER is a five-year EU funded programme that aims at increasing resilience, food, nutrition and income security of smallholder farmers in 10 districts (Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje) across the country. The programme will be implemented by five NGOs namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The project has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 FFS groups in order to secure effective and productive services for smallholder farmers in 10 KULIMA districts. 2. To increase the resilience of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts.   The District Monitoring and Evaluation Officer will be under the direct supervision of the District Project Manager and will work closely with the Development Facilitators, the District Project Coordinator, the PMU M&E Officer, and the Country office M&E Manager to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data. The officer will also collaborate with the district team in reviewing and preparing monthly, quarterly and annual implementation reports for submission to the PMU. |
| **Key Responsibilities:** | The district M&E Officer is responsible for leading and overseeing all M&E activities at district level to ensure that accurate and timely data is collected and analyzed to monitor project performances and inform project planning. The main tasks are:   * Lead in conducting assessments to track progress on project indicators and ensure quality of the data by performing verifications and validations; and analyze and discuss findings based on regular monitoring data. * Conduct regular visits to project sites to carry out process monitoring as well as gather feedback from the beneficiary community about progress of implementation of the project. * Support the SHA M&E Manager and PMU M&E Officer in supervising external consultants conducting evaluation studies (baseline, mid-term, and end-line surveys) * Organize and coordinate knowledge sharing and best practices dissemination workshops at district level. * Support the District Project Manager in preparation of high quality monthly, quarterly and annual reports for submission to the PIU. * Support the implementation of a programme Results Based Management System to ensure that data and findings translate into learning that is embedded in the programme, leads to adaptations where necessary and contributes to institutional knowledge. * In conjunction with the district, PMU M&E Officer and SHA M&E Manager ensure and coordinate processes of collection/documentation of lessons learnt, best practices and success stories from districts and dissemination for policy and practices change at community and district levels. * Support the production of publications and other specific papers based on programmatic learning that can be shared within the wider community. * Ensure that the highest standards of accountability through good communication and information sharing within and outside the districts and through active participation of staff, beneficiary and other stakeholder to all stages of the project. * In conjunction with the SHA M&E Manager and the District Project Manager, formulate and design capacity building framework, guidelines and tools for staff, partners and beneficiaries. * Coordinate capacity building activities for project staff and partners to ensure effective and efficient management and delivery of the project activities with highest standards of programmatic quality. * Conduct training needs assessment of project teams, and project implementing partners, and develop appropriate training designs. * Perform any other duties assigned by the District Project Manager. |
| **Key Relationships:** | * **Reports to** District Project Manager * **Coordinates with**, District Project Coordinator, PMU M&E Officer, Development Facilitators, SHA M&E Manager, Self Help Africa Malawi Staff, government departments, implementing partners. |
| **Essential Qualifications & Experience** | * Must possess at least 5 years professional experience in Monitoring and Evaluation with practical experience in the use of modern data collection methods as well as facilitation of trainings for project staff in M&E. * Strong analytical and planning skills and an understanding of a range of methods for monitoring, evaluation and assessment to promote evidence-based learning. * Demonstrated ability to design, commission, and manage assessment methodologies and evaluations. * Experience designing and coordinating surveys. * Excellent interpersonal and communication skills and analytical/problem-solving abilities. * Must be innovative and ready to adapt to new situations. * Good knowledge of Self Help Africa ethos, philosophy of work, core values. |
| **Desirable Qualifications & Experience** | * Minimum of a Degree in Social Sciences, Project Management/Monitoring Evaluation, Statistics or other related fields. * Good working knowledge of data analysis packages such as SPSS, STATA, Excel. * Good knowledge of Ms Office. |
| **Role Competencies:** | * Hands-on skills in quantitative and qualitative research methods, monitoring and evaluation, log frames and capacity building of staff in M&E. * 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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