

## DME Coordinator WASH

Location: [Africa] [Swaziland]

Town/City: Shiselweni

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

### **PURPOSE OF POSITION**

The Monitoring and Evaluation Coordinator will be responsible for overall monitoring, evaluation and reporting of the project to the donor. She/ he will have to develop monitoring and evaluations systems, plan and framework outlining indicators and data flow for the project to ensure targets and quality standards of interventions are met. The position reports to the Design, Monitoring and Evaluation Manager and a matrix reporting to WASH Technical Programme Manager.

### **MAJOR RESPONSIBILITIES**

List statements describing the final results of this position and method of accomplishments, and how results/performance are reviewed and measured. Begin with the most important accountabilities.

% Time	Major Activities	End Results Expected
10 %	Carry out quality assessments for all new programs and projects ensuring alignment to CWBO, LEAP and NO strategy.	Assessment reports
10 %	Ensure that programs and	Baselines conducted and

	project baseline are conducted to identify benchmark statistics for quality programming.	reports produced and disseminated
10 %	Ensure that programs/ projects designs and re-designs are prepared that are integrated and aligned to the NO strategy, LEAP and CWBO.	Programs and projects design documents with logframes, DIP, ITTS and M&E Plans
15 %	Prepare and update monitoring tools that will be used in all programmes to ensure alignment to the design documents or project proposals	Data collection tools for all indicators developed, staff trained and tools being used
10 %	Facilitate evaluations for programs and projects in working with consultants to measure program contribution towards CWBO.	Evaluations conducted and reports produced and disseminated
10 %	Attend DME stakeholders meetings both regional level to support new initiatives by both the partnership and stakeholders on M&E. Network and coordinate with all stakeholders at regional level to support new initiatives by both the partnership and stakeholders on M&E	Meeting attended to learn on new partnership initiatives
5 %	Ensures that program transitions and sustainability strategies are developed in	Program transition plans developed

	alignment with LEAP.	
10 %	Plan for regular learning's for program to identify lessons through conducting research and reflections.	Monthly reflections with APs and TPs
10 %	Conduct DME trainings for project and program staff to ensure proper programming and alignment to DME framework and CWBO.	DME trainings conducted and skill DME competencies enhanced
5 %	Manage all data collected from surveys to ensure accuracy to influence quality programming.	Quality data management ensured in adherence to data quality management protocols
5 %	Provide technical Support before, during, and after evaluations to influence quality programming	DME Technical support provided

## **KNOWLEDGE, SKILLS AND ABILITIES**

List education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

### **Minimum education, training and experience requirements to qualify for the position:**

List *academic requirements (if applicable), technical skills, or other knowledge* required as a minimum qualification for this position.

1. Bachelor of Arts in social sciences with major in statistics, demography or related field
2. Training in Information technology, monitoring and evaluation and database management

3. Ability to use Microsoft programs including Word, Excel, Access and statistical analytical packages including SPSS and Stata
4. Ability to work to deadlines and attention to detail
5. Previous experience in similar role
6. Previous experience in humanitarian organization setting is added advantage

List additional *work experience* required as a minimum qualification for this position.

1. Experience in Programme Design including development of Logical Frameworks and indicators
2. Experience in Database development, management and programme monitoring
3. Experience in Programme Evaluations, including development of evaluations, data collection, and management of consultants and reporting.
4. Experience in report writing (management and donor reports)
5. Mobile data collection and GIS Mapping an added advantage

**License, registration, or certification required to perform this position:**

If applicable, include *language requirement(s)* as a minimum qualification for this position.

1. [Requirement]

**Preferred Skills, Knowledge and Experience:**

List *academic, technical skills or other knowledge* preferred for this position.

1. Analytic, planning and problem solving skills
2. Communication, leadership, team management, negotiation and risk management skills

List additional *work experience* preferred for this position.

**Work Environment:**

**Include travel & work environment details.**

**Complete Travel and/or Work Environment statements if applicable.**

- The position requires ability and willingness to travel domestically and internationally up to 30% of the time.