MEAL Officer - Kibaale Cluster

Location: [Africa] [Uganda]

Town/City: Kibaale

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

Position: MEAL Officer - Kibaale Cluster

Report to: MEAL Specialist

Location: Kakumiro District

Purpose of the position:

To provide technical guidance to the cluster team on Programme/Project planning, development, monitoring, evaluation, accountability and learning in line with WV policies and standards; including maintaining systems to collect and analyze information on activities, outputs, outcomes and impact of Programme/Projects.

Key Outputs/Responsibilities.

Project planning and management:

- Establish a robust MEAL system for the project by having clear MEAL framework and a performance monitoring plan for all project indicators

- Develop and administer performance-monitoring tools to track program indicators in line with the Project/Programme implementation plans

- Provide technical guidance and leadership in regards to the Annual Review and Planning process

- Effectively roll out and develop strong accountability mechanisms at AP and cluster level

Project Monitoring

- Collect and process data on project activities as specified in the detail program implementation plan.

- Plan and conduct project output and outcome level monitoring as per the MEAL plan and share through monitoring reports on progress of the project in line with the results framework

- Perform quarterly data quality assessments to ensure validity, integrity, precision,

reliability and timeliness of all performance data; identify any deficiencies and suggest corrective actions; and assist the technical team members to maintain electronic and hard copy files.

- Provide routine monitoring data on progress of accountability mechanisms at AP and cluster Level.

Data management, Analysis and Reporting:

- Perform analysis of data, providing both descriptive and inferential statistics, as well as qualitative analysis, that will allow for an enhanced understanding of the ARP and project indicators.

- Provide meaningful data summaries and visualization to demonstrate result to the project management. Support application of software for results based monitoring and evaluation such as SPSS, EPIDATA, EPIINFO, STATA, GIS

- Prepares monitoring and evaluation reports documenting the findings of evaluation processes, including the impact of World Vision work to the communities.

Project Documentation and Learning:

- Compile progress reports (Monthly, Quarterly, Semi Annual and Annual) for management decision making in line with the project implementation plan and donor requirements.

- Promote utilization of data/information from progress reports, baselines, evaluations and other assessments at project level through reflection and learning forums such as quarterly review meetings and management meetings or conferences for project partners.

- Documentation of project learnings, project most significant change stories, best practices etc. in profiling the projects performance to stakeholders

Assessments, Evaluations and Research

- Provide technical guidance and leadership in conducting project assessments, baselines and Evaluations in line with established donor related guidelines

- Monitor and track implementation of project evaluation recommendations in line with World Vision Uganda evaluation strategy and donor regulations.

Information Management Systems

- Develop appropriate project Information Management Systems including project databases as a means to track M&E indicator performance using statistical software such as SPSS, EPIDATA, EPIINFO, STATA, GIS

- Utilize WVU database initiatives such as Horizon, GIS, Automated Database and other relevant National Databases for organizational visibility such as the OVC databases

- Provide and utilize data required by the District Health Information Management System (DHIS2) and OVC MIS

- Provide information/data required to support during proposal writing for resource mobilization in line with World Vision Uganda mission.

- Provide technical guidance and coordinate implementation of WV Partnership and WV Uganda strategic initiatives such as LEAP 3 and Horizon

Capacity Building

- Provide technical support to the project staff, beneficiaries and other stakeholders on monitoring and evaluation according to World Vision Uganda evaluation strategy and donor requirements.

- Develop capacity of project staff to utilize existing M&E tools for proper tracking and reporting in line with the donor guidelines including coaching and mentoring for project staff, partners and other stakeholders on Design, monitoring, evaluation & research.

Undertake any other duties as assigned by the Project coordinator

Qualifications: Education/Knowledge/Technical Skills and Experience.

- A bachelor's degree in Monitoring & Evaluation, Statistics, Quantitative Economics, Mathematics, Public health, Demography, Biostatistics, or a related field is required.

- Minimum of 3 years of work experience in managing data intensive programs in designing, monitoring, and evaluation methodologies is highly desirable.

- Experience with qualitative and quantitative M&E data collection and analysis methods, including tracking outcome indicators, is desirable.

- Experience in proposal writing and development, grants management, Report writing, research, monitoring and evaluation skills

- Knowledge of designing and managing M&E systems at a national level for effective generation of monitoring data used in tracking Programme and improved service delivery and support related to development programming

- Experience in designing M&E methodologies and tools, and the ability to coach and train others in their use is desirable.

- Excellent command of MS Excel, and working knowledge of at least two statistical data management packages/software's (quantitative & qualitative) e.g., SPSS, NVIVO/Nudist, EPIINFO, STATA etc.

- Demonstrated experience in analyzing, interpreting, and reporting on M&E results so that lessons can be learned and incorporated into programming is desirable.

- Ability to work with inter-disciplinary teams and a wide range of program/project activities

- Strong report writing and communication skills

- Proactive personality, self-driven and strongly motivated

- Capacity/potential in leadership, relationship management/networking, and coordination.

- Spiritual maturity, interfaith knowledge and a biblical worldview – ability to articulate and model our Christian identity and mission in an inclusive way.

- Good interpersonal skills, team player, facilitation skills and strong communication skills, both verbal and written

- Proven conceptual & analytical skills, ability to take an evidence-based approach to programming