DME(Design, Monitoring & Evaluation) Manager

Location: [Africa] [Democratic Republic of the Congo]

Town/City: Lubumbashi

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

DME (Design, Monitoring and Evaluation) MANAGER

BASED AT KINSHASA

PURPOSE OF POSITION:

This position will provide leadership and technical oversight in the monitoring and evaluation of WV DRC programs by ensuring impact of programs through the application of Monitoring and Evaluation (M&E) systems, sharing of best practices, promoting innovation and knowledge management. This will be achieved though: Strengthened capacity of WV DRC staff in all aspects of DME - Research and evaluation, strategic engagement with World Vision International (WVI) and external stakeholders on program quality, provision of quality Design, Monitoring & Evaluation (DME) support to the field. The incumbent will also contribute to the National Office strategy development process, implementation, monitoring and reporting.

MAJOR RESPONSIBILITIES

1. Provide technical support and leadership in strategy formulation, implementation plan, execution, and monitoring to ensure alignment with the Global guidance and the regional strategy based on the landscape context of DRC.

2. Build and contribute towards the development and application of evidence-based technical approaches and program models aligned to WV DRC strategy.

3. Ensure that strategy drives programming in WV DRC such that Proposals, and that Annual Operating Plans and budgets (AOPs) are aligned to the approved country program Technical programs and strategy.

1. Monitoring and Evaluation and Close out/Transition

1. Design, implement, and periodically review the M&E plan that ensures grant-funded programs comply with donor M&E requirements.

2. Support the Quality Assurance (QA) team in the development of M&E tools for all projects.

3. Oversee implementation of M&E systems and frameworks.

4. Lead/supervise the development of evaluation terms of references and provide technical guidance for assigned internal and external project evaluations.

5. Conduct periodic Data Quality Assessment (DQA) for technical programmes to ensure production of high quality data by Area Programmes, partners and sub

grantees.

6. Lead baseline and evaluation processes of Technical Programmes and Grants to measure status, impact and scale.

7. Lead the annual LQAS monitoring exercises

8. Conduct studies as appropriate

1. Reporting

1. Lead the process of annual reporting on contribution to Child Well Being through ensuring indicators are standardized and included in project designs, measurement tools are standardized as well as baselines, and evaluations are conducted with minimum quality standards.

2. Provide accurate data and pertinent for the DRC overall annual report and contribute to the writing of the report

3. Support the QA team in reviewing management reports as well as donor reports to ensure validated M&E data and M&E compliance with recommended guidelines, formats, and standards.

4. Ensure all programmatic reports are submitted on time, meet quality expectations, and are appropriately documented.

1. Research, Learning and Innovation

1. Coordinate the consolidation of lessons learnt and work with TPs and Grants to guide for learning events

2. Support the development of Technical Programme Briefing Papers for innovations to draw lessons learned for sharing with relevant stakeholders

3. Support strategic leadership in the implementation of Learning, Evaluation Accountability and Planning (LEAP) 3.0 and WV Project Management Information System Horizon 3.0 to ensure reliability and utilization of information inputted into systems.

4. Support programs to effectively use child well-being outcomes measurement tools in innovative ways that enable enhanced learning provide meaning to programming in their projects.

5. Support WV DRC in innovative operations research and programming interventions. Assist in the identification of cutting-edge, research-based program assessment, design, monitoring & evaluation methodologies and models.

6. Contribute to the design and review of project management and strategy information systems

7. Coordinate regular program review meetings to facilitate dialogue and learning on project/program Implementation.

8. Keep abreast of DME best practices through ongoing research

1. Capacity Building and Program Quality

1. Support the training and capacity development of cluster staff in DME and LEAP including areas of program assessment, design, monitoring, and evaluation methodologies.

2. Build the capacity of WV staff in the use of the WV Project Management Information System Horizon 3.0 for the annual planning and budgeting, and the update of the databases

3. Develop a mentoring program for staff aimed at enhancing their capacity and skills to assume increased M&E and programming responsibilities.

4. Ensure program implementation staff are aware of and comply with all donor/WV technical programmatic standards and requirements through developing and maintaining appropriate monitoring and support systems

1. Team Management

1. Support effective matrix relationship/cross functional teams to assure mutual accountability for program performance and effectiveness between implementation and quality assurance teams

2. Support individual team members in achieving their Performance Management and learning goals.

3. Support the functional Programs Development and Quality Assurance

development national capacity

PREFERRED SKILLS, KNOWLEDGE AND EXPERIENCE:

- Degree in Demography, Statistics, Economics, Agricultural Economics, Engineering, Mathematics and any other related field

- Computer literate in statistical packages such as SPSS, STATA, Epi-Info, etc.

- Skills in MS Office, including Word, Outlook, PowerPoint, etc.

- Strong experience in the use of ICT devices (iPod, iPad, Android, etc.) for data collection, data synchronization with servers as well as data management and use.

- Good written and verbal communication skills in English, including report-writing skills

Skills in Geographic Information System (GIS) and know how to use at least one mapping software such as ArcView, ArcGIS, etc.

- A minimum of 5 years of senior Monitoring and Evaluation experience with an international NGO

- Ability to engage with governmental, NGO and other senior leaders on issues of justice, child rights and development and maintain effective partnerships.

- Excellent relationship building and people management skills

- Excellent supervision skills, including training, mentoring and supporting staff.

- Cross-cultural sensitivity, flexible worldview, and ability to work with a wide range of people from different backgrounds

ATTITUDES AND BEHAVIOR

World Vision is an NGO whose work focuses on children. Thus, World Vision reserves the right to eliminate any candidate who has a history of child abuse or behavior contrary to the protection of children; even after the announcement of the test results.

Applications from women are strongly encouraged.