

Data Assistants

Location: [Africa] [Lesotho]

Town/City: Leribe

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

Data Assistants*2

Reports to: Design , Monitoring and Evaluation Officer

Location:

1. Berea & Leribe
2. Mafeteng and Mochale Hoek

Purpose of the Position:

The Data Assistants will capture all data collection, monitoring and evaluation activities at the district / field level for the USAID Khanya Project. The Data Assistants will report to the M&E Officer, with additional support as needed from the WVL DME Manager. The Data Assistants will also provide weekly data reports to the Program Officer in their assigned district / region.

MAJOR RESPONSIBILITIES

5% Test monitoring tools

Support the M&E Officer in reviewing and testing the tools to ensure that data will be reliable, and modify them based on testing

15% Facilitate use of the monitoring system:

Support the M&E Officer in development of monitoring plans and finalization of targets

Ensure PEPFAR monitoring guidelines are applied appropriately,

Coordinate monitoring processes and activities at the sites / district levels.

Conduct monitoring processes and activities for assigned sites / districts.

Verify progress results collated from local programming areas in regular reporting

Communicate and utilise monitoring data

Collate monitoring data from across project implementation areas to ensure PEPFAR requirements and targets are met

Format monitoring data for project assistants and stakeholders so that it is relevant for different stakeholders

Provide technical support to local programming teams so that they can utilise their monitoring data with different stakeholders

Support project staff to use monitoring data to adapt or refine programmes

5% Facilitate learning and better practices in monitoring

Support project teams to design and facilitate reflection and lessons learned sessions in relation to monitoring activities

Support local project teams to set up complaints and feedback mechanism

Facilitating monitoring teams to identify own strengths and areas for improvement, to ensure accountability

Support local project teams identify bottlenecks in monitoring and implement strategies for addressing them

5% Plan baselines assessments and evaluations

Facilitate scoping with key stakeholders, including ToR, strategic indicators, and to clarify what information is needed for each indicator

Develop budget, staffing plans and schedule,

Determine roles and responsibilities to support the measurement process and communicate these

Develop the basic information sheet to clarify and summarize key information from the plan

Plan the logistics for the training of data collectors and the data collection in the field in accordance with ToR

Ensure WV policies on child protection and measurement protocols are clarified and followed faithfully throughout

Develop sampling plan and coordinate with field staff to inform relevant community members, including children

Coordinate with field staff and partners to ensure the appropriate timing schedule for data collection and feedback

Critically analyse and adapt plans as necessary to respond to field reality

5% Develop or adapt measurement tools

Develop and/or adapt standard PEPFAR tools in consultation with technical specialists and field staff/partners for qualitative and quantitative data collection

Ensure translation of tools into local language if necessary and review for accuracy

Field test the tools with a limited number of households/children to ensure accuracy

Finalize tools based on feedback, review and field testing

40% Conduct data collection

Participate in training on data collection, held by the M&E Officer and project staff

Follow data collection plans and data collection process, in accordance with PEPFAR guidance and requirements

Proactively review data to ensure quality data is collected and entered

Implement the data collection process smoothly, following proposer procedures

Manage the safe storage of collected data and ensure policies and protocols for data protection are adhered to

Ensuring ongoing relationships with field staff and local community, including faith leaders and partners

Seek guidance from M&E Officer on critical decisions to deal with issues and problems as they arise, knowing when to escalate the issue, and adapting plans as appropriate

Ensure all data is correctly uploaded in the PEPFAR DATIM database system

10% Analysis and interpretation

Assist the M&E Office with the analysis and interpretation process of both qualitative and quantitative data to ensure quality throughout

Ensure data is correctly cleaned and prepared prior to analysis

Ensure each indicator is analyzed according to the indicator detail sheets and is calculated correctly, using the appropriate software

Ensure data sets and calculation of indicators is stored in the appropriate information management systems (DATIM)

5% Utilization and Use of Baseline/Evaluation findings

Share the preliminary findings with community members, staff and partners using appropriate means, to validate the findings and seek feedback on the process

Support the M&E Officer in identifying and collecting feedback on the process. Participate in reflection and learning with staff and partners to refine our interpretation of the findings once they have been validated

5% Knowledge management:

Apply basic programme management approaches(develop work plans, monitor, execute and report on work plans)

Facilitate learning from monitoring and evaluation processes

Facilitate proper management of knowledge through WV and donor systems.

KNOWLEDGE, SKILLS AND ABILITIES

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

Analyse and interpret data

Use communication and networking skills

Use report writing skills

Use critical thinking skills

Communicate both technical input and child well-being issues clearly and simply

Use of strong facilitation skills

Use of appreciative inquiry, listening and analytical skills

Be analytical and use research skills as applied to M&E

Statistical skills such as sampling, descriptive and inferential statistics, confidence levels (Software and computation skills)

Project management tools and their use

In depth knowledge of programme design processes and products

Use logic to identify key information from a body of information.

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

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

Qualifications: Education/Knowledge/Technical Skills and Experience

Minimum Qualification required: 2-3 years of experience with data collection and monitoring for an NGO or grant funded project.

Bachelor's Degree in Social Sciences or any other relevant degrees in community planning, development and behavioral change.

Additional work experience required as a minimum qualification for this position.

Experience: Direct M&E experience with PEPFAR programming is highly preferred

Preferred Skills, Knowledge and Experience

Adaptability and flexibility

Honesty and personal integrity, accountability and quality achiever

Excellent communication skills

Must be a committed Christian, able to stand above denominational diversities

Work Environment:

Work environment: Office-based with travel to the field

Extensive domestic travel

The position is contract based (end of September 2021)