

Design, Monitoring & Evaluation (D,M&E) Coordinator -Education

Location: [Africa] [Zimbabwe]

Town/City: Harare

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

BACKGROUND

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We are a community of close to 40,000 staff working across the world to help change the lives of vulnerable children. Our supporters, partners and staff join forces with communities on the ground to help children enjoy good health, be educated for life, experience the love of God and their neighbours and be cared for, protected and participating in addressing issues that affect their lives. World Vision has been active in Zimbabwe since 1973. Our operations are spread across 9 out of 10 provinces, with a majority of over 1.75 million beneficiaries in rural areas. Our current programs focus on improving the well-being of boys and girls in three priority sectors: health and nutrition, livelihoods and education. We also focus on child protection, gender and disabilities, emergency assistance and resilience building as cross cutting priorities across our programs. World Vision Zimbabwe(WVZ) is committed to the safeguarding of staff, children and communities that we work with, preventing any type of unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promote the welfare of children, youth, adults and individuals with whom World Vision engages with. World Vision expects all staff to share this commitment through our conduct and behavior. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work with us. If you share the same vision and values, JOIN US and contribute to life in all its fullness for the children and communities we serve.

Design, Monitoring & Evaluation (D, M & E) Coordinator – Education

Purpose of the position

Provides leadership in design and implementation of accountability, monitoring and evaluation systems and tools for sector specific Technical Programmes including grant funded projects with an emphasis on M&E supervision and technical excellence. He/she supports the Strategy, Evidence & Learning Director in ensuring that M&E systems are in place and relevant quantitative and qualitative data required for regular monitoring and for the reporting is captured/documented and stored in appropriate form.

Major Responsibilities

- Lead in the design and set up of sector technical program monitoring and evaluation frameworks (including program M&E plan, budget and data collection tools).
- Promote evidence based program decision making using data generated from program M&E
- Oversee monitoring and evaluation activities including the context analysis, impact evaluation, qualitative and quantitative analysis of program activities, output, outcomes, and impact, including design and testing of data collection tools, data analysis and reporting.
- Provide leadership in conducting assessments, ongoing program monitoring and reporting; provide extensive capacity building to local staff in M&E systems.
- Work with the Quality Assurance Specialist and Technical Programme Managers to ensure that accountability mainstreaming is implemented in all relevant grants and APs in their portfolio
- Develop community-based information systems to serve as program management tools

and early warning systems.

- Participate in preparation of periodical internal and external reports to ensure they are in line with program implementation plan and objectives and of high quality.
- Promote evidence based program decision making using data generated from program M&E
- Coordinate, consolidate and document lessons learnt and best practises within the program and share information with relevant stakeholders.
- Build capacity of local DM&E officers and facilitators in M&E deliverables, including designing evaluation data collection tools, supervising field activities, data entry and data cleaning, data analysis (qualitative and quantitative) and report writing.
- Assist in organizing technical trainings, including sampling, questionnaire design, participatory techniques for data collection, analysis and reporting.
- Facilitate and ensure timely dissemination and feedback of available data to appropriate users.
- Participate and provide required DME support in proposal and concept note development.

Education / Work Experience / Key Competencies

- Degree in Social Sciences, Operations Research, Statistics, International Development, Education or Communication Studies or any related field.
- At least 5years experience in the Monitoring and Evaluation Field.

- Good Computer and database management skills, document review and report writing skills
- A team player, ability to multi-task and work in cross-functional, fast-paced environments with the pressure of multiple deadlines.
- Willingness to travel within Zimbabwe and work in remote areas.
- Honesty and personal integrity, emotional maturity and ability to adjust to harsh working conditions.
- Clean Class 4 drivers' licence

NB: Shortlisting will be done as applications are received. Only shortlisted candidates will be contacted.

Female applicants are encouraged to apply