

Background

The M&E Officer will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the programmes maintain their strategic vision and that their activities result in the achievement of their intended outputs in a cost effective and timely manner. The M&E officer will be responsible for designing and implementing the M&E activities of the Programmes; assisting the Programme Officers in preparing Quarterly/Annual reports on programme progress and will monitor the programme activities on a regular basis, developing and maintaining the Management Information System (MIS) of the Programmes and will be responsible for the collection & analysis of different data in relation to the programmes activities.

Duties and Responsibilities

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all programme activities, expenditures and progress towards achieving the programme output;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the programmes' results;
- Suggest strategies to the Programmes Management for improving the efficiency and effectiveness of the programme by identifying bottlenecks in completing programme activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all programme activities to the SEATINI Management;
- Assist in coordinating across the available components of the Programmes to ensure effective implementation of M&E/MIS;
- Ensure an appropriate monitoring and evaluation (M&E) system is in place and is functioning satisfactorily. Periodically review and revise the system so that it is adapted appropriately to changing operating contexts.
- Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including beneficiary communities, SEATINI senior management and donors.
- To supervise regular and quality data collection, verifications and validations
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- Promote documenting results and sharing results among key stakeholders
- Participate actively in organizations planning process, budgeting and fundraising unit
- In charge of development of SEATINI-Uganda performance reports.
- Provide training and mentoring for SEATINI staff.
- Act as a focal point to organise and manage monitoring reviews, evaluations and/or After Action Reviews (AARs).
- Perform other duties as required;

Measurable Outputs and Performance Indicator

- Preparation of monthly MIS reports;

- Assist the Programme Officers in preparing other relevant reports;
- Organize and conduct training on M&E/MIS for programme staff
- Assist Programme Officers in the preparation of reports on the findings and lessons learned from programme innovations;
- Develop M&E system for the Programme and counterparts/stakeholders;
- Prepare and maintain data base

Competencies

- Demonstrate integrity by modelling the SEATINI values and ethical standards
- Promote the vision, mission, and strategic goals of SEATINI
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Organize and accurately complete multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plan, coordinate and organize workload while remaining aware of changing Priorities and competing deadlines
- Establish, build and maintain effective working relationships with staff and clients to facilitate the provision of support

Knowledge Management and Learning

- In-depth knowledge on MIS, M&E and development issues
- Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change

Self-Management

- Consistent approach to work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

Skills and Experience

- Bachelor's Degree in Business Administration, Economics, Information Management, Project Management, or other relevant academic background (essential), Master's Degree (desirable)

- At least 5 years of relevant work experience (essential), background in a consulting role (desirable)
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

Detailed job profiles and information can be accessed from www.seatiniuganda.org. If your career aspirations match this challenging and exciting role, please hand deliver your application letter and CV to the **Country Director through the Human Resource, SEATINI Uganda, Plot 806, Block 213, Bukoto-Kisasi Road - Kampala, OR Email to: seatini@infocom.co.ug and copy to hmuwagula@gmail.com**

Deadline- 7th September 2018 17:00 hrs.

Only short-listed candidates will be contacted.