

JOB DESCRIPTION

**Job Title: Monitoring and Evaluation Officer - Renewed Women’s Voices and Leadership (RWVL project)**

**Location: Lagos**

**Reporting to: MEL Coordinator**

**Line Management: None**

**Grade: 6**

**Job Purpose**

The post holder will provide technical support and guidance in meeting the monitoring and evaluation requirements of the RWVL Project

S/he will support the development of strategy and expertise on the results framework, key milestones, and monitoring & evaluation plan for the project as well as support the Monitoring, Evaluation, Accountability and Learning activities for the field offices.

**Duties and Responsibilities**

* Participate and contribute to programme planning and implementation, contributing to RWVL annual work plans and Performance Management Frameworks.
* Lead in the development and review of all routinely generated field-level data and reports, with an emphasis on monitoring quality and describing programme results.
* Support and ensure ActionAid Nigeria M and E System is updated through timely, accessible and accurate data collection
* Work closely with the team to establish the internal M&E systems, track project plans, and ensure data quality and use of data reporting tools.
* Support strengthening, assessment, and tracking of organisational capacity of RWVL partners and effectively document progress
* Support implementation of the partners’ M&E systems, including establishing and updating the RWVL database.
* Support partners to conduct monthly and quarterly DQA at state level.
* Prepare monthly internal reports, including collation and reporting of data, and contribute towards regular donor reports.
* Work with MEL Coordinator to implement lessons learnt activities for data-driven decision-making and effective implementation.
* Collaborate with other programme staff to ensure every staff member knows and understands their role in M&E
* Support the participatory review and reflection process at field level with partner organization, analysis findings, generate learning and share report of the PRRP process with AAN PQMEL team.
* Support to conduct evaluation, baseline, midterm review, appraisal study, strategic planning.
* Perform any other related duties assigned by line manager.

**Key relationships**

**Internal Relationships: Entire AAN team.**

**External Relationships: RWVL Partners & other stakeholders.**

**Persons Specifications**

|  |  |  |
| --- | --- | --- |
| **Attributes/Skills** | **Essential**  | **Desirable** |
| **Education/****Qualifications** | * First degree in Social Sciences or related field
 | * Membership of relevant professional bodies
 |
| **Experience**  | * At least three (3) years post NYSC M&E experience, two (2) of which should in the development sector
* Experience in monitoring and evaluation of project or related programme.

.  |  |
| **Skill Abilities** | * Ability to use the District Health Information System (DHIS)/or any other database software
* Demonstrate relevant technical skills in analyzing quantitative and qualitative data.
* Proficiency in Microsoft Office programs, i.e., Excel, Word, PowerPoint, etc.,
* Ability to use various statistical software programmes such as Tableau, Power BI, SPSS, Epi Info, Atlas, NVivo etc.
* Statistics & Mathematics – Strong foundation in probability and statistical inference.
* Extensive knowledge of reporting procedures, best practices, guidelines, and tools for monitoring, evaluation and learning, including impact evaluation.
* Demonstrated supervisory skills and the ability to work well in a team.
* Excellent communication (oral and written) skills.
* Strong organizational and report-writing skills.
* Excellent planning and prioritisation skills.
* Strong analytical/problem-solving skills.
 |  |
| **Personal Qualities** | * Creative and take initiative.
* Able to work effectively in a diverse team environment
* Willing to work additional hours at crucial times.
* Team player
* Self-motivated person able to work without close supervision
* Effectively promote the AAN’s mission values, and objectives
 |  |

**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**M&E Officer**

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **MEL Coordinator**