

**JOB DESCRIPTION**

**Job Title: M&E Officer**

**Location: Gashua – Yobe State**

**Reporting to: M&E Advisor**

**Line Management: N/A**

**Grade: 6**

**Job Purpose**

The post holder will provide technical support and guidance in meeting the monitoring and evaluation requirements of the humanitarian and resilience projects. S/he will develop strategy and expertise on the results framework, key milestones, and monitoring & evaluation plan for the project and support the Monitoring, Evaluation, Accountability and Learning activities for the field offices.

**Duties and Responsibilities**

* Actively participate in the development and review of all routinely generated field level reports, with the emphasis on Monitoring quality and describing programme results.
* Participate and contribute to programme planning and implementation, contributing to work plans and M&E plans.
* Monitor trainings and workshops, providing support to measuring training output & outcome.
* Facilitate trainings and workshops, particularly those focusing on developing the capacity of partner’s skills and abilities in monitoring and evaluation.
* 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.
* Conduct monthly and quarterly DQA for project in Yobe State.
* Support the implementation of project’s M&E systems, including establishing and updating the project’s database.
* Prepare monthly internal reports, including collation and reporting of data, and contribute towards regular donor reports.
* Implement Lessons learnt activity monthly with the Project team for data driven decision making and effective implementation.
* Collaborate with other programme staff to ensure every staff knows and understands their role in M&E
* Perform any other related duties assigned by line manager.

**Key Working Relationships:**

**Internal:** Entire AAN Staff

**External:** Donor, Community and other stakeholders.

**Persons Specifications**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * First degree in social sciences or related field. | * Membership of relevant professional bodies |
| **Experience** | * At least 3 years post NYSC work experience, 2 of which should be in the Humanitarian and Development sector | * Ability to use the District Health Information System (DHIS)/or any other database software |
| **Skill Abilities** | * Demonstrated relevant technical skills in analyzing quantitative and qualitative data. * Demonstrated supervisory skills, and ability to work well on a team * Excellent organizational skills * Excellent Communication skills (oral and written). * Proficiency in Microsoft Office programmes, i.e., Excel, Word, PowerPoint, etc., and the ability to use various statistical software programmes such as Tableau, Power BI, SPSS, Epi Info, Atlas, Nvivo etc. * Extensive knowledge of reporting procedures, best practices, guidelines, and tools for monitoring, evaluation and learning, including impact evaluation. * Excellent strategic planning skills * Demonstrable IT skills * Appreciation for confidentiality * Excellent planning and prioritization skills. * Strong analytical/problem solving skills. |  |
| **Personal Qualities** | * A personof integrity * Creative and takes initiative. * Able to work effectively in a diverse team environment * Willing to work additional hours at crucial times. * A self-motivated person able to work without close supervision | * Effectively promote AAN’s mission, values and objectives |

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

**M&E Officer - Yobe**

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

**M&E Advisor, WFP- Maiduguri**