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## **JOB DESCRIPTION**

### **ROLE: MONITORING AND EVALUATION OFFICER (MEO)**

The Monitoring and Evaluation (M&E) Officer will report to and work under the administrative supervision of the Programmes Manager.

#### **Main duties and responsibilities:**

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of all programmes implemented by the Foundation. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Foundation. He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues.

#### **Specific Duties:**

##### **Setting up the system:**

- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- With collaborating partners, review existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with collaborating/implementing partners on M&E as required.
- Implementation of M&E and coordination:
- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Provide advice to the supervisor on improving project performance using M&E findings.

**Communication:**

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Manager with management information she/he may require.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform other duties as may be assigned by the Project Manager and the CEO of the Foundation.

**Qualifications Requirements:**

**Education:** First level university degree in statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics or economics preferred.

**Experience:**

- Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities of international development projects.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to partners and target beneficiaries.
- Ability to facilitate and serve as project liaison for externally-managed evaluations.
- Languages: Excellent written and spoken command of English. Knowledge of two or more Ghanaian languages also preferred.

**Competencies:**

- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Familiarity with impact assessment an advantage
- Familiarity with some of the substantive issues handled in programme/project management.
- Good knowledge and experience regarding gender mainstreaming.
- Good moderation, facilitation and training skills.
- Demonstrated ability to liaise and negotiate with private sector, government and social partners.
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Good organizational skills.
- Ability to deal with people with tact and diplomacy.
- Ability to build on relevant knowledge within and outside a charity organisation/Foundation as well as actively share her/his experience and expertise with colleagues and partners.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.

**Interview and written examination:**

Qualified women and men are encouraged to apply. A letter of application along with the Curriculum Vitae, Employment References and other supporting documents such as copies of certificates of relevant studies should be sent via email to [info@kglfoundation.org](mailto:info@kglfoundation.org). An applicant should receive an automatic reply that confirms receipt of the application. If such notification is not received, the applicant should contact the administrator through the same email address before the closing date for applications indicated below.

**Short-listed candidates will undergo written examination and panel interview.**

**The deadline for submission of application is 30<sup>th</sup> September 2023.**