



ADVERT

EMPLOYMENT OPPORTUNITIES

Caritas Zambia is a faith based organisation inspired by Catholic Social Teaching and Gospel values, and is committed to the promotion of human dignity through programmes that endeavor to uplift the poor and marginalised from their situation and confronting structures that deprive and oppress the weak in society. Caritas Zambia is dedicated to the promotion of integral human development through witnessing, animation, conscientisation and institutional strengthening. To effectively carry out this work, Caritas Zambia is inviting applications from suitable qualified candidates to take up the following position:
Monitoring and Evaluation Officer

Purpose of Job

Reporting to: The Unit Head - Programmes,

Overall Responsibility

The Monitoring Evaluation and Learning Officer will be responsible for the management of Caritas Zambia Monitoring, Elevations, and Learning.

Specific job functions

The successful candidate will be responsible for

Duties and Responsibilities	<ul style="list-style-type: none"> • Develop and incorporate a result-based tracking, assessment, and reporting framework, as well as comprehensive implementation guidelines. • Take the lead in performing outcome/impact and assessment research. • Project planning, management, reporting, and data collection, as well as designing and implementing a systematic M&E strategy. • Establishing and improving institution monitoring oversight and evaluation processes. • Facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation.
Key functions includes:	<p>Developing and maintaining an MEAL system</p> <ul style="list-style-type: none"> • Developing and implementing a result-based tracking, assessment, and reporting framework,

- Develop comprehensive implementation guidelines.
- In cooperation with the donors and Caritas Zambia program staff, develop and incorporate an efficient result-based ME&L framework, including methods and techniques, and ensure that ME&L systems and procedures are compatible with donor and country program reporting procedures.
- Provide policymakers, donors, government officials, and other stakeholders with evidence of project impact.
- Be self-motivated and accountable for achieving goals; discuss all administrative and management issues with the unit head.
- Keep track of all programme and project tasks, and progress against the project's outputs and goals.
- Make recommendations to management for enhancing the project's performance and effectiveness by finding bottlenecks in the completion of project activities and devising plans to reduce or remove them;
- Prepare monitoring and evaluation reports outlining successes and sharing with employees, along with recommendations for further improvement.
- Perform any other duties as required by management.

Conduct research and learning studies

- Serve as a focal point for the Monitoring and Evaluation component, identifying implementation problems and ensuring successful coordination of component activities for quality and consistency.
- Lead the program evaluation.
- Produce outputs and outcomes as defined for the entire programme and project;
- Coordinate, arrange, and promote various analysis/evaluation (performance evaluation, baseline, mid-term evaluation, final evaluation, etc.) using both qualitative and quantitative methods;
- Identify M&E goals and include them in annual plans;

Reporting

- Assist in the preparation of the Caritas Zambia program's annual plan and budget, as well as the tracking of the overall programme/project work plan and budget;
- Prepare quarterly and annual reports in accordance with the needs of donors and other stakeholders.
- Participate in annual project reviews and planning workshops.
- Plan and facilitate M&E trainings, including the production of concept notes, training materials, and a training schedule.
- Build the capacity of staff and stakeholders to perform M&E activities using the framework.
- Analyze case-related data as well as capability and awareness building, in collaboration with various stakeholders.

Knowledge Management

- Identify and record success stories, accomplishments, lessons learned, and document recommendations that can be incorporated into larger knowledge management initiatives.

	<ul style="list-style-type: none"> • Collaboration and cooperation on monitoring and assessment issues with Caritas' M&E network, stakeholders, government agencies, and other organizations. • Planning and delivering results-oriented trainings in the relevant field.
Competencies	<ul style="list-style-type: none"> • Strong I.T. skills, including familiarity with Microsoft Office software, SPSS, Tableau, PowerBI, KoboToolbox, Zoom and TeamViewer. Additional working knowledge of Microsoft OneDrive, Google Drive, and Box will be an added advantage. • Ability to create M&E software, systems, and packages, as well as educate others on how to use them. • Ability to work with minimal supervision. • Must have excellent interpersonal communication skills;
Education	<ul style="list-style-type: none"> • A master's degree in development studies, international development, demography, statistics, or a related and applicable field.
Experience:	<ul style="list-style-type: none"> • At least 4 years of overall experience and 2 years of relevant experience in monitoring and evaluation, program management, designing and conducting program evaluation (baseline, mid-term, final, etc.) using both qualitative and quantitative methods; • Experience in planning, monitoring, and reporting; • Experience in data management and analysis • Experience in managing an electronic database for M&E • Leadership experience in M&E is a plus. • The ability to work long hours and flexibility is an added advantage. • Ability to travel up to 30 percent of the time within and outside Zambia.
To apply	<ul style="list-style-type: none"> • Only candidates meeting the above criteria will be called for interviews. • To apply, submit an application letter, relevant qualification, detailed Curriculum Vitae and contact details of at least 2 traceable referees. • Please send completed application to Hrcathsec@gmail.com and copy unithead.progs@caritazambia.org : Deadline is December 16th 2024, 18:00hrs.