Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

1 Year Contract Renewable

Agency: RISD (www.risdrwanda.org)

Application Deadline: October 15th 2016

Start date: November 1st 2016

This is a local based terms position.

Please address your application to the Head of the Administration of RISD via info@risdrwanda.org.

Details on Job Application

Rwanda Initiative for Sustainable Development (RISD) is looking to recruit a dynamic, highly competent and experienced Monitoring, Evaluation, Accountability and Learning (MEAL) Officer. The position provides equal gender opportunities, although women are especially encouraged to apply. The closing date for receiving the applications is October 15th 2016. Please send your application with your full contact, and include: the latest CV with references and references letters from your previous engagements, and certified diplomas. Address your application to the Head of the Administration, RISD through info@risdrwanda.org. Phone calls or hard copy delivery disqualifies your application.

Organizational context

RISD is a local NGO that is based on policy research, networking and advocacy to promote sustainable land rights of women and men through advocacy, dialogue, knowledge sharing, and capacity building. The mission of RISD is to contribute to sustainable development for poor people by advocating for equitable access to and use of land, through action research, networking and empowerment of the grassroots.

Function

The MEAL Officer will be providing technical leadership in all monitoring, evaluation, research, documentation and knowledge management of all RISD's programs and projects, and primarily for **Securing Land Rights Program Phase 2**, implemented in 11 districts of Rwanda. S/he will lead the design and implementation of program monitoring systems and electronic database for supporting the project and all its activities. S/he serves as primary focal point for all the research initiatives and will liaise with Project Management Team in indicator measurement, data analysis and research, monitoring and evaluation. S/he will work closely with the Director, the Project

Management Team, and the District Coordinators to monitor project activities and overall project implementation and, that, they are in line with the Project Log frame.

Duties and responsibilities

- Develop standards and tools for data collection and reporting formats to ensure standard reporting and meeting all data requirements for donor and internal reporting;
- Manage data transfers and analysis of real data collected through electronic gadgets;
- Provide hands-on as well as overall technical, managerial support and oversight of research and evaluation components and technical assistance and guidance to research and evaluation;
- Develop quality improvement monitoring benchmarks for the SLRP-2 activities to promote quality programming in the projects;
- Monitor implementation of recommendations from surveys and any lessons learnt from the project monitoring data;
- Update Project Management Team on progress status on a prescribed routine; draft progress status reports in standard reporting formats to comply with donor requirements and internal reporting;
- Build the capacity of program staff in MEAL, database design, data collection, data entry and analysis and quality benchmark;
- Lead the development and maintenance of a database of all relevant indicators and information;
- Conduct field monitoring visits to validated data reported and ensure quality of service delivery;
- Responsible for data analysis of SLRP-2 and data management as required by the ICT4D system;
- Systematically compile and share projects lessons and best practices.

Qualifications and experience required

- At least 2 years' experience of working in Monitoring, Evaluation, Accountability and Learning (MEAL) roles;
- Degree in Statistics (preferred), Mathematics, Demography, Social Sciences or computer sciences, IT;
- Experience in developing M&E Plans, tools and standards;
- Experience in conducting both qualitative and quantitative research;
- Knowledge of database software and operations, preferably advance Excel and SPSS;
- Fluency in English and Kinyarwanda, for effective oral and written communication; French is an asset.