



JOB OPPORTUNITY – SENIOR MONITORING AND EVALUATION (M&E) OFFICER

Organization: The Uganda Association of Women Lawyers, FIDA Uganda

Job Title: Senior Monitoring and Evaluation (M&E) Officer

Reports to: Director Programs

Background:

The Uganda Association of Women Lawyers, FIDA Uganda is an NGO that promotes and defends human rights with an emphasis on women and children as beneficiaries. FIDA Uganda was formed in 1974 as the Uganda chapter of the International Federation of Women Lawyers with a primary objective of promoting the professional growth of its members and helping women access their rights. The FIDA Uganda Head office is located on Plot 4, Robert Mugabe Road, Mbuya, Kampala district.

Job Summary: The Senior M&E Officer is responsible for overseeing the implementation of M&E unit activities such as assisting project partners to develop M&E plans; tracking activities and results; developing Management Information Systems for reporting and retrieving results; developing guidance documents for results reporting; and assisting Management to develop donor reports and associated materials.

Main Duties and Responsibilities;

- Develop and implement M&E reporting guidelines and systems designed to inform the direction of the project, including data quality and data use strategies;
- Develop the overall framework for required M&E systems, including key indicators, outputs and outcomes;
- Monitor and report on the assigned project area's progress and results.
- Design and carry out a baseline study, midterm review and end line study.
- Monitor, report and revise project indicators and log frame as required.
- Design tailored data collection tools to measure project performance against indicators.
- Actively visit the project sites to qualitative and quantitative evidence of progress & results.
- Develop and lead training for project staff and government counterparts on M&E data collection.
- Build capacity of the subordinates in the field of M&E and relevant tasks
- Prepare annual, quarterly and monthly monitoring plan for his/her team
- Collect and analyze data to assess progress towards project targets and milestones, including disaggregating and analyzing data by gender.
- Write reports and success stories tailored to different audiences to show progress and results.
- Conduct presentations and offer statistics on project performance over time.
- Collect and draft material for Collaborating, Learning and Adapting (CLA) reports.

Personal Specifications and attributes;

- Bachelor's degree in statistics, social sciences, public health, development studies or a related field;
- Possession of an advanced degree in Monitoring and Evaluation will be added advantage



- Demonstrated skills in M&E management, frameworks, indicator development, systems development and report writing required.
- Experience in database development and management preferred.
- Experience leading project activities and developing effective strategies to motivate staff and manage the unit's various competing demands is expected.
- Experience working with donor agencies required
- Excellent written and oral communication skills.
- Good Analytical and interpersonal skills
- Ability to multitask and remain motivated and positive.
- Well organized, self-starter and able to work independently or with minimum support

APPLICATION PROCEDURE;

Candidates with the necessary qualifications and experience should submit their application letters, updated CV and copies of academic certificates to the HR department at tkarumba@steadmanglobal.com and copy hrdepartment@fidauganda.org

Deadline for applications is Wednesday 10th February 2021 at 5:00pm. While FIDA Uganda appreciates all Applicants, only shortlisted candidates will be contacted.