POSITION – M&E OFFICER, DELTA YOUTH PROGRAMS

INTRODUCTION

Africare/Nigeria is set to implement two youth projects in Delta state, both with secondary school students:

The Youth Scholar-Athletes Development Project will support 300 students from five secondary schools and engage them in a school based program that develops skills in track and field events and supports academic excellence with a view to excelling in both areas to ensure competitiveness for admission to University programs. The project aims to empower Nigerian youth using track and field sports and prepare them for the future. The program is a two year program with expectation for further funding.

The Girls Peer Network (GPN) project will be a one year pilot training program for 240 girls in two secondary schools in Delta State, Nigeria aged 14 to 18 years. Utilizing a train-the-trainer model 40 selected secondary senior girls will co-create and administer educational sessions over one academic year for 200 junior secondary girls based on a needs assessment that identifies the key reasons for secondary non-completion. The program aims to promote knowledge in the short term and influence behavior in the longer term primarily among girls in the program.

OVERALL RESPONSIBILITIES

The M&E Officer/Youth Programs works under the supervision of the State Programme Manager – in Delta state, and will work closely with the Project Officer/GPN to document and coordinate the Monitoring and Evaluation activities of the project. Additional administrative support and supervision will be provided by Delta state office staff.

The M&E Officer/Youth Programs is responsible for providing supportive supervision to the Project Officers around the development of M&E tools and framework for the project. S/he will be responsible for monitoring, supervision and reporting of all data around activities. S/he will collate/analyze data, using the developed performance management tool, and provide timely reporting on project activities. S/he will ensure that data tools are in place in project schools. S/he is responsible for ensuring that all M&E reports due to the donor, are prepared and verified and submitted to her supervisors in good enough time for review at Country and HQ level before submission to the donor. S/he is specifically responsible for ensuring that the Pipeline Programmatic review for both projects is updated quarterly in time for PPR review meetings.
SPECIFIC RESPONSIBILITIES

Under the guidance and supervision of the State Program Officer, The M&E Officer/Youth Programs will carry out the following responsibilities:

1. Ensure the delivery of quality project outputs and outcomes. Support the successful design and execution of a needs assessment and baseline study. Participate in the execution of an end line evaluation. Direct and oversee all Delta Youth Program M&E components and protocols, ensuring that quality data is available for documenting and reporting.
2. Monitor and track all project indicators throughout the life of the project.
3. Design and develop appropriate M&E tools and strategies for program implementation. Liaise with HQ M&E and Country office leadership to guide the development and implementation of M&E tools.
4. Support the capacity building of project staff and partners on monitoring and evaluation techniques, approaches and documentation.
5. Regularly visit all project schools for training, supervision, technical support and assistance purposes.
6. Ensure timely reporting of activities, analytical reports, and development of work plans and proper storage (electronic and physical) of data and other project information.
7. Guide the process for identifying key assessment and performance questions and parameters including gender sensitive indicators, for monitoring project performance and comparing with targets. Design the format for such assessment and performance tools.
8. Recommend, supervise and support consultants in carrying out special surveys and studies required for evaluating project outcome and impact and provide data reports.
9. Review the quality of existing health, social and economic data in the project states, methods of collection and the degree to which these will provide good baseline statistics for impact and quality evaluation.
10. Strong familiarity with communities and community health systems in Nigeria specially Delta State. Familiarity with Rivers state would be advantageous.
11. Represent Africare at official forums when necessary.
12. Any other duties as may be assigned to ensure successful implementation of the project.

REQUIREMENTS

1. Bachelor’s degree in Statistics, Social Sciences, or related field with relevant experiences.
2. Strong data management and analysis skills, including experience with primary collection of data, design of forms and data collection instruments and analysis.
3. At least 4 - 6 years’ experience in M&E and reporting for development organizations with competency in gender mainstreaming and/or integration and developing and reporting gender indicators for community programs.
4. Ability to translate technical information into practical guidance tools and effectively communicate them.
5. Excellent organizational, verbal and written communication skills with proficiency (reading, writing, speaking and comprehension) in English.
6. Knowledge and skills with any of the statistical analysis packages (SAS, SPSS, or STATA) is required. Knowledge in the use and production of statistics, tables, graphs, and geographic maps with data from EPI INFO highly desirable

7. Proficiency in computer application; word processing, spreadsheet, database, presentation packages and internet applications highly desirable

8. Demonstrated competence to assess priorities and manage a variety of activities to meet deadlines in a time sensitive environment while paying attention to detail and quality

9. Ability to carry out independent work with initiative, creativity and good judgment without close supervision

10. Excellent interpersonal skills; ability to interact professionally with culturally diverse staff, consultants and project beneficiaries

11. Must be available to travel ad carry out any other duties as require to meet project targets

12. leadership and team management qualities including crises and conflict management and mediation

**How to apply:**

Applications should include a CV and cover letter. In the cover letter (not more than 2 pages in length), the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

**Subject heading for the application email should be** as follows: M&E Officer. Africare. Delta

Please send cover letters and CVs to nigeria.vacancies@africare.org and include the title to the position/Location for which you are applying in the subject line as indicated above.

Deadline of submission is close of business; December 4 2014. All CVs/Resumes must be in either word format or PDF format (Note that only shortlisted candidates would be contacted).

*Africare is an equal opportunity and affirmative action employer committed to workplace diversity.*