



Naymote Partners For Democratic Development (PADD)

Job Vacancy

Project M&E Officer – 1 Position

Program Title:	Project M&E Officer
Duty Station:	Monrovia Central Office (100%)
Donor Funded Project	Sweden
Project Duration	3 Years
Gender M/F	Females are highly encouraged to apply
Job Type	Full Time
Background & Profile of Naymote	Naymote Partners for Democratic Development is a mission-driven organization that advances the principles of good governance, rule of law and participatory democracy. Since 2001 Naymote has initiated several programs to foster political accountability, thereby making elected leaders more accessible, responsible, and accountable to the electorates, building the capacity of local leaders to be more effective in service delivery, increasing youth and women participation in decision-making processes, conduct research on citizens' perception on the working of the lawmaker, produced publications on youth participation in local government, fostering social accountability, and legislative openness etc.
Objective of the Position:	The M&E Officer will timely measure all project results - inputs, activities, outputs and outcomes - both qualitatively and quantitatively; and will also build the M & E capacity of other staff on the project.
Working Hours/Weekly	40 hours with one hour/Lunch
Application Opened Date:	October 7, 2022

JOB DESCRIPTION (JD) – Project Monitoring & Evaluation Officer

<p>Objective of the Position:</p>	<p>The Monitoring and Evaluation Officer will be responsible for developing a monitoring and evaluation system for tracking and documenting results both at the output and outcome levels and at the same time ensuring that systems are in place for documenting results.</p> <p>The M&E Officer will lead the baseline and the development of indicators. A strong, effective and committed project management team will be selected to ensure values for money and strengthens the institution's effectiveness with the supervision and coordination of the Executive Director.</p>
<p>Education required & professional experience:</p>	<ul style="list-style-type: none"> • Bachelor's degree in business administration, economics, public policy, social development, or a closely related field. • Minimum of 2 to 3 years' experience in monitoring and evaluation activities or closely related field. • Good command of English both oral and written is required. • Experience with monitoring and evaluation in the public/Private sector, strongly preferred. • Demonstrated experience working with international organizations. Local NGO and systems/regulations is strongly preferred, excellent social and interpersonal skills and demonstrated ability to interact with diverse staff and stakeholders. • Strong computer skills particularly, experience with one or more types of data analysis and management software (e.g., Stata, SPSS) strongly preferred.
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Work directly with the Program Manager and keeping the Executive Director inform on the daily activity of the project • Manage the information-gathering process to report performance quarterly and annually. • Institutionalize monitoring activities including, data collection, reports preparation, and documentation. This includes also exchanging and communicating information, results and lessons learned from the Sweden project. • Document good practices, analysis trends, and cross-cutting implementation issues.

	<ul style="list-style-type: none"> • Provide support in the oversight of data quality control and review. • Ensure that periodic reports are made publicly and available on the project designated work or web page in consultation with the Program manager and the Executive Director. • Provide any other required assistance and guidance to the M&E unit; this includes working with external evaluators in the implementation of impact of the project, responding to the project requests for information on: data sources, data measurement methods, frequency of data collection, etc.
Production	<ul style="list-style-type: none"> • Leads/help in the production of training materials and other work of the project that is (exhibitions, videos, print material, PPT presentations, photocopy etc) • Supervises the production, the quality (use of logo, colour, design etc). • Ensures that the production of training materials are of good quality and readable by all, (text, photograph)
Support	<ul style="list-style-type: none"> • Supports the project staff on communication matters (presentation, skills, design matters) • Acts as a resource person in support of the project e.g. helping in the setup of the Beamer projector and other flyers for presentations and workshop. • Participates in workshops / seminars organised by the project and report accordingly.
Application Process	<p>Application package;</p> <ul style="list-style-type: none"> • Motivation Letter: One page • Curriculum Vitae (CV), Minimum 2 pages • Contact details of 3 professional referees • Submit the application to: info@naymote.com and cc: spencertaire@gmail.com • Subject Line: Application for the position of M&E Officer • Qualified females are encouraged to apply as Naymote believes and promotes equal opportunities for all.
Others	<ul style="list-style-type: none"> • Be adaptable and flexible enough to take on new challenges that are not part of your JD and master them. <p><i>*only shortlisted candidates will be contacted for further steps.</i></p>
Application Closing Date:	October 13, 2022