

## VACANCY ADVERTISEMENT

### *For Somali Nationals Only*

World Vision is an International Relief and Development organization, whose goal is to achieve long-lasting benefits in the quality of life for vulnerable children and their families, displaced persons and communities. The Somalia program wishes to invite applications from highly competent dynamic, self driven and results oriented Somali National to fill the following vacancy. The successful candidate will be based in **WV Office Garowe, Puntland**.

## MONITORING AND EVALUATION OFFICER-FOOD AID

The position holder will spearhead the implementation of World Vision Somalia Programme Accountability commitments. The incumbent will promote understanding of Program Accountability principles, processes and implementation to World Vision field teams, partners and beneficiaries. This position is expected to spearhead the implementation of strategies to achieve measurable improvement in community engagement, information-sharing, community participation, complaints and feedback mechanisms. He/she will monitor adherence of World Vision projects and programs to accountability standards. The incumbent will manage key field-level accountability mechanism, routinely analyze community feedback, generate trend reports, and capture lesson learnt and best practice for internal and external learning as well as use in future designs.

## MAJOR RESPONSIBILITIES:

### ASSESSMENT, DESIGN & PLANNING

- **With guidance and mentoring from DME Manager, ensure community level feedback and complaints mechanisms are in place at project and program levels;**
  1. Conduct community level Accountability assessment and advise on appropriate mechanisms for establishing functional Accountability system in the project communities (information provision, community consultation processes, community participation and recording complaints, receiving feedback, and providing feedback and responses to WV and partners in a timely manner);
  2. Sensitization communities, partners and staff on WV Somalia accountability commitments (information Provision/Sharing, Feedback mechanisms, community participation and consultation)
  3. Work with project managers to ensure Community Feedback Mechanism are established.
  4. Ensure project managers procure and distribute appropriate tools and information materials to facilitate the functionality of feedback mechanisms initiated.
- **In collaboration with project teams / partners, facilitate the design of project-level accountability frameworks**
  5. Support project managers to establish and strengthen capacity of Feed Back Handling Committees (FHCs)
  6. Support project teams to coordinate information flow from Feedback Handling Committees to the regional level;

- **Develop and implement monthly accountability plans**

7. Work with DME Manager and Operations Managers to ensure all projects develop and implement Accountability work plans
8. Ensure appropriate logistics and supplies are in place and deployed in all projects to facilitate the Accountability systems

### **IMPLEMENTATION MONITORING**

- **Ensure community feedback mechanisms are well understood by internal and external stakeholders**

1. Work with Communications team to support project teams translate / contextualize relevant project information materials and share with communities
2. Produce timely and complete Feedback Handling meeting notes and share with key stakeholders.
3. Collate and present monthly Programme Accountability findings to management;
4. Provide guidance and advise to Feedback Handling Committees on processing feedback as per WV Accountability policy and procedure;
5. Ensure formal consultations with beneficiaries, non-beneficiaries, local authorities, other agencies are held regularly to receive feedback on our project commitments and staff conduct
6. Manage HA information database, ensuring regular data-entry and documentation filing;
  - Manage SMS/call-in feedback platform;
  - On a daily basis update Accountability database
  - Record feedback and upload to database
7. Compile and share monthly and quarterly reports;
8. Conduct monthly sensitization sessions with beneficiaries;
9. Conduct regular sensitization of project level committees.

### **EVALUATION & LEARNING**

- **Ensure WV projects are informed with updated accountability findings to support accountable programming**

1. Analyze community feedback paying attention to key trends and propose to management adjustments to current programming to align with community identified needs;
2. Identify and analyze accountability lessons learnt/ best practice and share with relevant stakeholders to guide future design, policy and procedure formation;

- **Ensure projects are compliant with accountability standards at project and program levels**

3. Work with managers to ensure beneficiaries are informed of project implementation strategies, beneficiary selection criteria, project timeline and entitlements for every project in the portfolio;
4. Prepare recommendation matrices and track actions taken by the different project stakeholders including project management, partner agencies and community leaders in addressing community issues highlighted;
5. In close collaboration with project management, organize for a feedback session to inform field Staff about issues identified and agree on appropriate actions necessary to address them
6. Work with project manager to conduct project level learning events around accountability.

### **CAPACITY BUILDING**

- **Develop and nurture appropriate capacities in the community and among WV staff and partners to effectively implement accountability for improved project performance**

1. Conduct Accountability training for field staff and partners
2. Support the field Staff and partner agencies in the development of field Level information provision strategy
3. Mentor sector and partner level HA focal points;

**Other Competencies/Attributes:**

- Demonstrates well-developed interpersonal skills, excellent communication skills, both verbal and written, as well as negotiation skills
- Must adhere to set security standards
- Ensure a gender perspective in the scope of work
- Perform other duties as required from time to time.

**Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Educational level required: Bachelor's Degrees Project Management, Social sciences, statistics.
- Technical Training qualifications desired: M&E skills.
- Experience 2 years of experience with M&E and accountability
- Experience in data management and computer skills is required

**Working Environment / Conditions:**

- Work environment: Office-based with frequent travel to the field
- Travel: 10% Domestic/international travel is required.  
On call: Immediately.

Interested and qualified candidates should log on to;<https://careers.wvi.org/jobs/somalia/programme-effectiveness/monitoring-and-evaluation-officer-food-aid/7529> for detailed requirements and qualifications for the above jobs.

**All applications should be received by 28<sup>th</sup> May, 2017. Only shortlisted candidates will be contacted.**