



## **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 & Evaluation Officer- Irish Aid Education Project.**

The position holder will lead in the implementation of the Nugal Empowerment for Livelihoods project performance monitoring, evaluation and humanitarian accountability systems. The incumbent will promote understanding of M&E process to World Vision project teams, partners, beneficiaries and donors. The position holder will assist project teams to develop and implement tools to ensure beneficiaries are informed of project goal, implementation methodologies, beneficiary selection criteria, project timeline and entitlements. Support development of project quality and counterpart monitoring through coordinating with partners and project participants, maintaining M & E system and feedback mechanisms with World Vision and partners. Coordinate with partners to strengthen and monitor against project indicators. Coordinate with partners to further develop quality of activities implemented through following up on monitoring activities He/she will monitor adherence to World Vision/donor Livelihoods, Education and Social/Child protection standards. The incumbent will take lead in assessment and baseline processes to promote quality design and to help measure impact. With the support of the Sector Lead and Programme Officer the position holder will facilitate beneficiary /partners engagement to ensure integration and mutual accountability.

### **Major Responsibilities:**

#### **Ensure monitoring and evaluation tools are implemented to track and measure project performance:**

With guidance and mentoring from M&E Manager and sector Lead implement the project performance M&E tools to track indicators in line with the project Log frames, DIPs, ITTs, M&E Plans:

- Implement accountability and monitoring tools in target communities;
- Identify and document *Most Significant Change* stories on a quarterly basis;

**Ensure accountability mechanisms are in place and functional to achieve measurable improvement in community engagement, information-sharing, coordination, complaints and response handling:**

With guidance and mentoring from M&E Manager Coordinator, establish *Community Response Mechanisms* (CRM):

- Conduct community level HA assessment and advise on appropriate mechanisms for recording complaints, receiving feedback, and providing feedback and responses to WV and partners;
- Participate in regular field visits to project sites, meeting with project counterparts and participants to monitor quality of activities and providing verbal and written reports
- Establish Community Feedback Mechanism;

With guidance and mentoring from M&E Manager, manage Community Response Mechanism (CRM):

- Receive, record and analyze feedback from all CRMs established;
- Together with project Coordinator and/Project officers, review feedback findings and determine course of action to be taken;
- Provide communities with WV feedback in a timely manner;
- Monitor the implementation of recommendations by project teams;
- Analyze feedback trends on a quarterly basis to provide management with accountability learning's Intentionally, regularly informally and formally consult with Beneficiaries, non-beneficiaries, Government and other agencies to receive Feedback on our Programs, commitment and Staff conduct;

**Ensure beneficiaries are informed of project implementation strategies, beneficiary selection criteria, project timeline and entitlements:**

- For district level program, develop and implement specific project site information provision plans;
- In support of project teams, prepare information materials, inclusive of translation, contextualization, and procurement;
- Provide technical guidance to project teams/partners to implement information provision guidelines;
- **Advocacy:** Attend relevant external meetings and networking activities related to Inclusive Education and Disabilities. **Program Learning:** Participate in compiling lessons learned and designing and implementing events for exchange of program experience. Ensure effective recording and dissemination of results of all experience sharing activities. Contribute to designing systems to compile and disseminate best practices within and outside World Vision
- Develop and update a list of key project contacts;

**Ensure quality and timely assessment and baseline are conducted to support design, (re)design of projects and measure impact:**

Coordinate all facets of assessment/baseline process:

- Recruit and train data enumerators;
- Develop assessment/baseline work plans;
- Coordinate logistics;
- Inform key stakeholders;
- Monitor and advise of security;
- Mobilize communities;
- Offer technical backstopping to survey teams;
- Design assessment/baseline basic tools;
- Translate and contextualize data collection tools;
- Collate information for analysis purposes;
- Analyze assessment/baseline data as required.

Spearhead dissemination of assessment/baseline findings to appropriate stakeholders both internal and external:

- Contextualize finding for different stakeholders;
- Present findings to management for decision-making purposes
- 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;

**Ensure information sharing between WV, donors and partners in support of integration, mutual accountability and good working relations:**

- Develop and share periodic reports: OSM, , PDM and HA;
- Prepare recommendation matrices and track actions taken by stakeholder;
- Organize quarterly review meetings between WV project teams and WFP teams and prepare and share notes;

Assists management in efforts to promote integration and resource-sharing between WV and donors:

- Prepare integration meeting minutes
- Prepare project level scope documents to facilitate mapping purposes/information sharing across agencies

**Ensure timely, accurate reporting:**

Prepare and submit periodic monitoring reports to the Project Manager in a timely manner:

- Monthly narrative report
- *Monthly Onsite Monitoring* reports
- Organize review meetings to inform project teams about issues identified and agree on the course of action;
- Prepare and share monthly recommendation matrices and track action taken by the different project stakeholders including project Management Team, beneficiaries and community leaders, etc.

**Ensure staffs under management are well-trained and performance managed:**

- Ensure performance management tools are in place for teams under management;
- Ensure adequate training for teams under management to implement their duties;
- Ensure succession plans are in place;
- Provide on-the-job mentoring to field staff, reviewing work and encouraging career development where possible;

**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
- Ability and willingness to learn new skills.

**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 (development field) Statistics /or Social Sciences;
- *Technical Training qualifications desired:* M&E skills
- *Experience 3 years of relevant experience with M&E and accountability in a complex and busy environment, preferably with International humanitarian organizations.*
- *Other: Experience in data management and computer skills*

**Working Environment / Conditions:**

- *Work environment:* Office-based with frequent travel to the field
- *Travel:* 10% Domestic/international travel is required.
- *On call:* 24 hours

Interested and qualified candidates should log on to;<https://careers.wvi.org/jobs/somalia/programme-effectiveness/monitoring-and-evaluation-officer-irish-aid-education-project/7530> 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.**