

## VACANCY ANNOUNCEMENT



**Concern Worldwide is a non-governmental organization, devoted to helping people living in extreme poverty achieve major improvements in their lives, which lasts and spread without ongoing support. Concern is currently recruiting the below post:**

**Job Title:** Monitoring and Evaluation Officer (x1)

**Location:** Grand Bassa

**Reporting To:** Monitoring and Evaluation Manager

**Responsible For:** N/A

**Job Purpose:** The Monitoring and Evaluation Officer with direction from the M&E Manager is responsible for the development, implementation, documentation, and oversight of M&E system for all M&E activities in Concern Liberia. The position supports programmatic monitoring, evaluation, tracking and reporting of indicators, processes, reporting and documenting of the expanded integrated programme target areas.

**Responsibilities:** Regular data entry from quarterly data collection of the ongoing project and any other paper based assessments. Provide data analysis from Training database, community entry database, WASH and construction database to M&E Manager and relevant staff. Conduct field monitoring visits to the communities and accordingly generate report to the manager (two visits on monthly bases). Lead the data collection team in the field during the baseline, annual surveys, end-line survey, quarterly output data collection and all regular monitoring data gathering events. Collect impact and need based case studies from the project target communities and accordingly presented in a well manner to the M&E Manager and PQ Coordinator. The M&E Officer is responsible for supporting the M&E manager in guiding the overall M&E strategy and its effective implementation, providing timely and relevant information to project stakeholders. With Guidance from the M&E Manager prepare monitoring, documentation and evaluation plans and schedules and ensure they are implemented on schedule. Serve as a technical resource on M&E for the District Community Mobilization Teams (DCMT) to ensure collection, compilation, analysis and use of data on project indicators from the communities and facilities for ongoing improvements in program implementation. Support the PQ Coordinator & M&E Manager preparing consolidated progress reports for project management to submit to the relevant bodies, in accordance with approved reporting formats and timing. Support the PQ Coordinator and M&E Manager in Organizing and providing refresher training in M&E for project and implementing partner staff and guide staff and implementing partners in preparing their progress reports.

**Experience & Qualification:** To be able to execute these roles and responsibilities effectively and efficiently, the position requires a Diploma /Bachelor's Degree in Social Sciences and any other relevant field. S/he must have at least 2 years of proven experience with: M&E methods and approaches (including quantitative, qualitative and participatory); planning and implementation of M&E systems; Training in M&E development and implementation; Information analysis and report writing, Experience in M&E system design; Experience in data processing and with computers Information analysis; Knowledge in Designing and management of community surveys , Knowledge in Designing of RM&E plans for monitor achievements against targets , Conversant with Microsoft Excel, Microsoft word, SPSS, ACCESS, EPI Info computer packages. He/she must possess

good command of English (written and verbal). Candidate's knowledge of local languages will also be an asset. He/ she must possess previous experience in RM&E activities and expertise in data collection, data entry, and data analysis and interpretation an added advantage. S/he must have empathy with Concern's goals and a commitment to capacity building, accountability, participation and gender equality. S/he must have good sense of humour.

**How to apply:** Please submit a letter of application stating the position you are applying for and explaining why you are best suited for the position, along with a copy of your CV (**maximum 4 pages**) giving active day time contacts, names and addresses of three (3) work related referees with three professional e-mail addresses not later than **5:00 pm on Wednesday, 6<sup>th</sup> June 2018**, addressed to the HR Department, Concern Worldwide – Liberia, VP Road, Sinkor, Monrovia. Alternatively, you may send your application by email to [liberia.hr@concern.net](mailto:liberia.hr@concern.net) clearly indicating in the subject line the position applied for. Only shortlisted candidates will be contacted.

**Concern Worldwide is an equal opportunity employer. We welcome applications from all sections of the society. While all applicants will be strictly assessed on their individual merit, qualified women are particularly encouraged to apply.**