

POSITION DESCRIPTION

LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI)**Monitoring, Evaluation, and Learning Officer**

PROJECT BACKGROUND: The Liberia Accountability and Voice Initiative (LAVI) is a five-year, USAID-funded project to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms. It aims to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. USAID LAVI is comprised of four complementary objectives:

1. Increased horizontal and vertical linkages among actors engaged in similar issues;
2. Increased organizational capacity of targeted Civil Society Organizations (CSOs) to participate in issue-based reforms;
3. On-going capacity development services available on local market; and
4. Learning and methodologies shared and applied by other development actors

1. **LOCATION:** Monrovia, Liberia

2. **OBJECTIVE:** The Monitoring, Evaluation, and Learning (MEL) Officer supports monitoring, evaluation, and learning activities and data quality assurance for LAVI under the supervision of the MEL Director or the designee.

3. **TASKS AND RESPONSIBILITIES**

- Contribute to ongoing M&E data collection and review in compliance with the LAVI AMEP and USAID requirements.
- Collaborate closely with LAVI project teams to ensure accurate collection and maintenance of indicator data and supporting documentation.
- Compile and disseminate weekly program updates from individual teams on a weekly basis.
- Contribute data to analysis, and provide inputs, information, and statistics for quarterly, annual and other reports.
- Participate in project quarterly and annual performance reviews and planning workshops and assist the MEL Specialist in preparing relevant reports.
- Cooperate closely with Communications Specialist on implementation of the communications strategy
- Support learning and knowledge management activities with LAVI CSO partners.
- Upload performance data to the USAID's Performance Information Database System (PIDS), and update the MEL Director for review.
- Supervises the Field Based Monitoring Consultants (FBMCs) during the absence of the MEL Specialist.
- Performs other duties as assigned by supervisor.

4. **QUALIFICATIONS & COMPETENCIES:**

- Four years of experience in monitoring and evaluation and/or program management
- Bachelor's degree in a related field required
- Experience with knowledge management and dissemination activities on similar programs, preferably USAID-funded projects.

5. **HOW TO APPLY:** If you are interested, please send the following to LAVI by no later than **January 11, 2019** to email address LAVIrecruitment@dai.com.

-) Detailed CV - outlining all previous professional experiences.
-) A cover letter that explains **(1)** why you are interested in the LAVI program and the role of M&E Officer, and **(2)** why you are best suited for this role.
-) Name of three professional references.

USAID LAVI values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply