



JOB VACANCY (Re-advertisement)

JOB TITLE: M&E Manager
LOCATION: Montserrado
Position reports to: WCP National Coordinator
START DATE: ASAP (pending funding) FULLTIME
DURATION: One Year
SALARY BAND: Grade 7B

Female candidates are strongly encouraged to apply

BACKGROUND:

Founded in 1933 at the request of Albert Einstein, the International Rescue Committee (IRC) (www.Rescue.org) helps people whose lives and livelihoods are shattered by conflict and disaster, to survive, recover and gain control of their future. The IRC responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work today in over 42 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has worked in Liberia since 1996 and is one of the largest humanitarian actors in the country. In Montserrado County, the IRC has been working in partnership with the Ministry of Health and the Ministry of Gender, Children, and Social Protection to support five GBV One Stop Centers.

PROGRAM DESCRIPTION:

The IRC is currently working to ensure that the five gender based violence (GBV) one stop centers (OSCs) in Montserrado County are functioning effectively to support adolescent girls, women and survivors to access safe, timely and quality GBV response services. This includes providing material support and capacity building at the One Stop Centers, case management and psychosocial support service provision to survivors, as well as community-based services through girls groups. In addition, the IRC is seeking to complement our investment in response services at One Stop Centers with prevention services at the community level. Prevention services will include social and economic empowerment activities. Women-led civil society partners and male allies in the communities surrounding each OSC will deliver GBV prevention and women and adolescent girls' empowerment activities. This program has an important component of advocacy.

SCOPE OF WORK:

The M&E Manager will be based in Monrovia where and support the monitoring and evaluation of GBV prevention and response activities in One Stop Centers, at the community level, and of advocacy activities. This person will be expected to support other team mates in adequately monitoring the implementation of all program activities, as well as supervise the senior M&E officer.

RESPONSIBILITIES

Monitoring

- Assure that the program follows the IRC monitoring guidelines, in the Monitoring for Action Toolkit.
- Assure that the monitoring system adheres to best practice in GBV monitoring.
- Working with the GBV Advocacy Liaison to develop a monitoring approach for advocacy activities.
- Assure all monitoring takes place using a program like Kobo or CommCare, in order to increase efficiency.
- Train all relevant staff on the use of monitoring tools.
- Review monthly monitoring data, highlighting positive trends and challenges for the WCP Coordinator and other managers.
- Support program managers to monitor any solutions implemented mid-program.

- Do field visits on a bi-weekly basis to different aspects of the program for data verification and spot-checking.

Evaluation

- With the WCP coordinator and Technical Advisor, design an internal evaluation of the program.

Beneficiary accountability

- Work with the program team to implement a system of confidential feedback from beneficiaries of the program at health facilities and in communities.

Reporting

- Update the log frame for the project on a monthly basis. Highlight any challenges noted in the achievement of targets.
- Provide log frame updates as well as narrative description of any challenges to quarterly donor reports.

Other

- Foster a positive team spirit.
- Any other responsibilities as required by supervisor.
- Assure all M&E documents are saved to Box.
- Assure all M&E activities reflects the principles of GBV response and prevention, including confidentiality.

REQUIREMENTS

- University degree required.
- Strong experience in design and implementation of monitoring systems in programs dealing with gender, children, or social protection.
- Strong computer literacy required, including Microsoft Word and Microsoft Excel.
- Great communication skills and ability to clearly and effectively convey complex concepts to populations with limited numeracy and literacy skills
- Ability to work with a diverse group of people
- Good mathematical skills
- Good organizational skills
- Good oral and written communication skills in English.

Standard for professional Conduct: IRC Way

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way – Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Application (CV and motivation letter) should be sent by email to

IRCLiberia.Recruitment@rescue.org. Please indicate Monitoring & Evaluation Manager as subject of your email. Hard copies can be addressed to “The Admin/HR Manager -IRC Liberia. Only applicants respecting the rules will be considered by the system. **Deadline for submission of application is February 19, 2018 @ 4:00 PM**