

Monitoring & Evaluation Officer for the JOAM JENESYS Soil Fertility Project

Reporting to the Project Manager

Role Summary

Responsible for ensuring that the project's initiatives are achieving the expected outcomes. Document, assess, analyze and follow-up with stakeholders. Provide feedback to the Project Manager, JOAM Board and the project team of how the project is progressing and ensure that the project remains on track according to the timelines outlined.

MAJOR RESPONSIBILITIES

- Lead the development of the performance measurement framework (PMF) for the Project
- Develop quantitative and qualitative monitoring tools and methods to support effective application of the project management framework
- Coordinate the timely collection and analysis of quality monitoring information
- Ensure the production of relevant monitoring and other reports for stakeholders, in alignment with MOAFM requirements
- Support learning and knowledge-sharing processes and events, including the documentation and sharing of promising practices, lessons and case studies /stories
- Provide monitoring and evaluation technical assistance to the sub-contractors and other stakeholders involved in the implementation of project activities, including designing and delivering results-based management, monitoring and evaluation training
- Provide M&E support and guidance for the project team
- Participate in relevant working groups and team meetings
- Other related duties as assigned

REQUIRED KNOWLEDGE, EXPERIENCE & COMPETENCIES

- First degree in Social Sciences with training in Research and Statistics, and training in project monitoring and evaluation
- 3 years' work experience in monitoring and evaluation in a project setting
- Demonstrated experience with a wide range of monitoring and evaluation methods and familiarity with qualitative and quantitative data gathering and analysis techniques
- Experience working with online survey software
- Strong analytical understanding of, and demonstrated experience working in agricultural communities
- Experience supporting projects and programmes with diverse activities with a range of stakeholders
- Strong analytical and report-writing skills
- Excellent organizational and administrative skills
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders

- Strong computer skills in word processing, spreadsheet, social media and M&E software - data base systems, data collection and statistical analysis
- Demonstrated capacity to work effectively in a wide range of cultural and political settings

Work Environment

The project team will work remotely. There is no office. Must own and operate a reliable computer with licence for MS Office Suite.

Project activities will involve domestic travel across the island with the trainers. Must own and operate a reliable vehicle. Must be willing and available to travel islandwide.

Interactions with some project partners, subcontractors and service providers will be handled virtually via Zoom meetings, WhatsApp, telephone calls and email. Must be willing to use personal telephone number for project activities.

Time Commitment

This is a Part-time post. The project will require approximately 60 hours per month. The team may be required to work additional hours at various points during the project life cycle and so flexibility is required.

IDEAL Start Date

As soon as possible