



FORUM FOR WOMEN IN DEMOCRACY

VACANCY ANNOUNCEMENT

Job Title: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Location: Kampala, Uganda

Reporting to: Director of Programmes

Purpose of the Job

Forum for Women in Democracy (FOWODE) is a national women's rights non-governmental organization based in Kampala. FOWODE wishes to add to her team a competent, results oriented, proactive and self-driven individual and is seeking applications to fill the post of Monitoring, Evaluation, Accountability and Learning (MEAL) Officer.

The Monitoring, Evaluation, Accountability and Learning (MEAL) role is critical. Without an effective MEAL function, measuring program impact and ensuring sustainability become challenging tasks. The MEAL Officer is charged with monitoring, evaluating, learning and reporting and sharing the results of the organisation's work. S/he will support in the management, organization and access of monitoring data by ensuring systematic collection and management of data for timely and evidence-based reporting. S/he will also assist in conducting project evaluations, assessments, documenting lessons learnt and periodic reporting to enhance the quality of FOWODE's interventions and organizational visibility.

Roles and Responsibilities

- a. Contribute to strategic plan implementation and play a leading role in managing the institutional results framework, ensuring that the program components tie together to contribute to the overall mission of FOWODE.
- b. Develop the FOWODE M&E System drawing on international best practice for results measurement.
- c. Enhance and or build capacity of program staff in monitoring results, data management, capturing learning and working with them to develop detailed results for further interventions.
- d. Ensure appropriate systems and procedures are established and followed to facilitate delivery of all programs and initiatives with emphasis on results and quality reporting.
- e. Perform systematic and routine data collection, data entry, processing and storage of information
- f. Conduct quantitative and qualitative analysis of information and provide quality and timely data on programmatic indicators to support resource mobilization, periodic reporting (monthly, quarterly and annual narrative reports), visibility and decision making
- g. Be responsible for the validation of data arising from the implementation processes to verify that the results conform to "best practice".
- h. Be responsible for aggregation of the outcomes of all interventions into 'program results.

- i. Carry out evaluations, impact assessments, and prepare case studies on both successful and unsuccessful interventions and analyse achievements and lessons learnt.
- j. Participate in the development of donor reports and be responsible for the development of annual reports
- k. Develop funding proposals for the organisation to ensure continuous implementation of the organisation's strategic plan

Qualifications, Competences and Experience

- i. A Degree in statistics, Computer Science, IT, Social Sciences, Quantitative Economics and any other related field.
- ii. Post graduate qualification in Monitoring, Evaluation and Learning.
- iii. Minimum of 3 years of work experience in Monitoring and Evaluation, preferably in an NGO
- iv. Knowledge of the NGO sector and understanding of stakeholders such as development partners and government agencies.
- v. Experience in setting up Results, Monitoring and Evaluation systems.
- vii. Strong conceptual, analytical, documentation and presentation skills.
- viii. Understanding of gender issues in development and demonstrable commitment to promoting gender equity in the organisation and programming.
- ix. Experience in reviewing & writing different types of reports such as donor and programmatic.
- x. Excellent communication and information management/technology skills.
- xiii. Good interpersonal skills and ability to influence, negotiate, advise, mentor and train staff and stakeholders.
- xiv.

To Apply

Interested candidates should apply via the email below and submit a detailed curriculum vitae, copies of relevant academic documents and any evidence to demonstrate experience required to: hr@fowode.org Copy elizabeth.ampairwe@fowode.org and patricia.munabi@fowode.org .

*Applications should be sent not later than **15th September 2023**. Please ensure that your attachments do not exceed 5 MB.*

We appreciate your interest to work with FOWODE. However, we regret that only shortlisted candidates will be contacted.

Note: All women in their diversity are encouraged to apply.