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Vacancy Announcement

POSITION: Monitoring, Evaluation and Learning (MEL) Officer

Bahir Dar University (BDU) is seeking a qualified applicant for the position of Monitoring, Evaluation and Learning (MEL) officer for the USAID Leadership Response (Disaster Risk Management Professionalization Youth Leadership DRM-PYL) activity in Ethiopia. USAID – Response Leadership project is United States Agency for International Development (USAID) funded five-year project to be implemented in Ethiopia. The project is designed to build Disaster Risk Management Professional youths leaders by equipping them with the skills that they need to actively engage in disaster risk management, and by creating professional employment opportunities for them to be actively engaged and employed in the DRM system. The project will operate in compliance with USAID regulations and BDU policies.

The MEL officer will be based in Bahir Dar University (BDU), Bahir Dar, Ethiopia and will be responsible for designing, developing, and implementing an effective system to monitor progress, impacts, and successes of project activities and performance at all levels. The MEL officer gathers, analyzes, and processes complex information related to all aspects of program activity implementation. S/he will conduct impact assessments, baseline studies, surveys and need assessments to identify necessary changes and future project opportunities. The MEL Officer will be responsible to ensure that the project complies with USAID performance reporting requirements and meets the minimum quality standards. The MEL officer will lead integration of Collaborating, Learning, and Adapting (CLA) activities and Complexity-Awareness Monitoring (CAM) efforts in to all aspects of the USAID Response Leadership activity operation and provide expert support to the program's COP and DCOP to inform decision-making processes and adaptive management.

KEY DUTIES AND RESPONSIBILITIES:

- The MEL officer will be responsible for developing and regularly updating the project Monitoring, Evaluation, Accountability and Learning Plan (MEALP), including the review of the projects theory of change, results framework, identify indicators, relevant and applicable baseline data collection strategies and methodologies, and the financial and human resources needed to successfully implement the MEL strategy.
- The MEL officer will be responsible to design and lead program CLA and CAM efforts;
- Develop tools for data collection and protocols for performance monitoring as well as baseline, midline and end-line and other assessments as required;
- Ensure data collected, stored and analyzed in the Creative web based platform, MEDAL;
- Analyze ongoing quantitative / qualitative data at different points in the program leading to the specific program / contract results;
- Conduct field visits, as necessary, to develop monitoring / performance management plans with and train technical teams;
- Regularly review work plans to ensure the timely achievement of results related to USAID MEL strategies and standards;
- Provide regularly updated reports on the status of implementation against the project goals and objectives to the Chief of Party, USAID and other program managers as required.
- Ensure regular communication of MEL activities to all key stakeholders and contribute to the monthly, quarterly, annual report and project reporting to the COP and USAID;



- Collaborate with the technical team to monitor the progress of the program in terms of the compliance requirements of USAID results and indicators;
- Provide technical inputs to the technical team in order to assist in developing program goals and objectives, proposal development as well as MEL tools and strategies and provide monitoring data to strategically inform the decisions on project performance and future direction to the project, for enhanced adaptive management.
- Provide capacity building training and technical support on MEL related issues to the project staff, partner universities and hosting institutions.
- Work closely with technical staff and institutional partners to explain MEL processes and understand how these processes relate to the project's technical work, and to promote MEL-related training as needed;
- Manage MEL resources and ensure that M&E information and resources are up-to-date, available to staff and widely disseminated;
- Collaborate with the project team in identifying project activities, processes and/or outcomes that are worthy of documentation and design a system for capturing lessons learned and best practices.
- Other related duties as assigned

REQUIRED SKILLS AND QUALIFICATIONS

- MA/MSc/BA/BSc degree in Economics, Statistics, International development, social science, or related field is required;
- At least five (5) years' demonstrated experience (7 years BA/BSC degree) in the management of field monitoring, evaluation design, empirical and statistical analysis, management information systems and/or information management design and special studies for complex programs with INGOs/NGOs is required;
- Demonstrated progressive experience in M&E of Disaster Risk Management, Capacity Building, Youth Leadership programs;
- Knowledge of data collection protocols to ensure accurate data collection and verification is essential, as well as an ability to identify data trends and communicate this information to allow for changes in program implementation
- Strong quantitative skills and demonstrated capacity and experience in data analysis, data collection; statistical analysis; and reporting; including experience with computer-based statistical packages and databases (Epi Info, ACCESS, SPSS, etc.) required;
- Demonstrated experience applying Collaborating, Learning & Adapting (CLA) principles to complex development programs;
- Proven experience in designing accountability mechanisms and dimensions.
- Acquainted with different data collection, analysis tools such as ODK, KoBo, Survey CTO, etc.
- Experience in designing data collection and analysis tools, complaint, and feedback mechanisms (CFM) and related fields.
- Experience designing and implementing M&E training/capacity building programs for international organizations required;
- Experience working with international donors, as well as counterparts and beneficiaries (e.g., international and local NGOs and government representatives);
- Knowledge of M&E approach of other, non-US donor or Agencies;
- Experience conducting field research required; including using qualitative and quantitative techniques;
- **Experience with USAID programs/projects strongly preferred**, including the ability to provide MEL technical guidance;
- Excellent skills in MS Excel, Word, PowerPoint
- Ability to establish priorities and meet deadlines and to initiate and implement activities with minimal oversight and supervision, required;
- Extraordinary organizational, verbal and written communication skills to manage project communications and disseminate project information, able to make formal and informal



presentations both orally and in writing and produce professional and analytical reports and program documents.

- Written and spoken fluency in English is required; and
- Speaking, writing and reading fluency in Amharic and/or other Ethiopian languages is desired
- Adaptability, flexibility, patience, and diplomacy
- Ability to work independently and under pressure in the field
- Team spirit and team building skill, committed to work with others and respect differences and other opinions

Reports to: Chief of Party (COP)

Staff reporting to this position:

Job location: Bahir Dar University at Bahir Dar, with frequent travel to partner universities, host institutions in Ethiopia.

Length of Contract: One year with high possibility of performance-based extension

Salary: Negotiable, but attractive.

HOW TO APPLY: Interested applicants should submit soft copies of their CVs and cover letter (one page) to ltesfw222@gmail.com, zerihun.yohannes19@gmail.com, zgizatie@gmail.com and serkadismu@gmail.com (all the emails are mandatory) within 5 days from the date of announcement. Deadline for submission of applications is on the **23rd August 2022**.

NB: Female candidates are strongly encouraged to apply.

BDU is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom BDU engages. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us and this post is subject to a range of screening checks.

