



## **JOB SPECIFICATION**

**JOB TITLE:** Monitoring & Evaluation Officer

**PERIOD:** Permanent

**EE/NON-EE POSITION:** EE position

### **QUALIFICATIONS REQUIRED:**

- Bachelor's degree in Development Studies, Demography, Social Sciences or other relevant disciplines from a reputable tertiary education institution.

### **EXPERIENCE REQUIRED:**

- Minimum of 5 years of working experience and track record in programme management in regional and international funded programmes in the region.
- Excellent writing, reporting and data analysis skills.
- Capacity to conceptualize programme interventions.
- Ability to plan and deliver multiple activities under pressure to strict deadlines and high levels of precision.
- Able to communicate complex issues in a concise, accessible and engaging manner.
- Able to work as a team in a co-operative and supportive manner.
- Strong IT skills.
- Knowledge and understanding of issues of human rights, social justice with a passion for community development, understanding and concern for issues affecting Key Populations and the greater Trans and gender diverse community.
- Interest or passion for concepts of gender, sex, gender identity and diversity as well as body and sexual diversity.
- Experience of managing and delivering training and capacity building of staff to deliver skills and abilities.

### **JOB SPECIFICATIONS:**

- Develop and maintain a holistic organizational M&E system and associated tools.
- Generate regular M&E Reports.
- Establish & Maintain relationships with key contacts in strategic partner organizations.
- Conducting and/or coordinating M&E training for the organization's Programme staff.

### **SALARY**

Negotiable in accordance with experience.

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**CLOSING DATE:** 31 December 2019