VACANCY ANNOUNCEMENT

Title: M&E Assistant

Reports to: Program Manager

Duration: 2022-2026

Duty station: GBA

Deadline of Submission: 28th January, 2022

Background

In West Africa, much progress has been made over the past fifteen years in providing access to ARV treatment for people living with HIV. This progress has contributed significantly to reversing the trend of the epidemic in the sub-region. However, there are still many challenges in achieving the international health goals and in particular, the goal of eliminating the HIV epidemic by 2030. It is with a view to contributing to the achievement of these objectives that the Frontiers and Vulnerabilities to HIV in West Africa (FEVE) programme was set up. This programme covers Senegal, Guinea, Guinea Bissau, Burkina Faso, Côte d'Ivoire, Niger, Mali, Gambia and Cape Verde, which are experiencing a large circular migration, particularly informal, which has resulted in a very high level of cross-border trade. This new phase entitled FEVE IMPULSE (Innovations, Chronic Diseases, Partnership, Unity, Leadership, Health, Experiences) takes into account the integration of the care of drug users into the interventions of the project with the introduction of new themes such as drug users, the screening and treatment of hepatitis and its co-infection with HIV/AIDS.

Objective:

The Monitoring and Evaluation Assistant works in close collaboration with project team, partners and beneficiaries of NASO to ensure successful implementation of the FEVE IMPLUSE Program in The Gambia.

Duties and Responsibilities

The Monitoring and Evaluation Assistant will have the following duties and responsibilities:

• Assists in the development and strengthen monitoring, inspection and evaluation procedures

•Assist the Prorgram Manager in preparing other relevant reports;

•Monitor all project activities and progress towards achieving the project output;

•Recommend further improvement of the logical frame work;

•Develop monitoring and impact indicator for the project success;

•Monitor and evaluate overall progress on achievement of results;

•Monitor the sustainability of the project's results;

•Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;

•Report monthly, quarterly, half-yearly and annual progress on all project activities to the program Manager

•Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;

•Provide inputs, information and statistics for quarterly, annual and other reports to the project team

•Participate in annual project reviews and planning workshops and assist the Program officer in preparing relevant reports

•Assist the project personnel with M&E tools and in supporting them in their use.

•Perform other duties as required;

- Manage the CR system data base

Skill/ Education/experiences

•In-depth knowledge on, SPSS, MIS, M&E and development issues

•Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;

•Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.

•Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change

At least a diplomat in community development or social work

•At least 2 years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs/UN bodies/ Government;

•Experience in designing tools and strategies for data collection, analysis and production of reports;

•Proven ICT skills, especially in the development of software using database software;

•Expertise in analyzing data using statistical software like SPSS;

•Strong training & facilitation skills.

Language Requirements:

Fluency in written and spoken English and Knowledge of French will be an added advantage.

NB: detail information can be found at NASO website: www.nasogambia.org