

# VACANCY

**Organisation:** Empowering Women for Excellence Initiative

**Job Title:** Programme Officer, Monitoring, Evaluation, Accountability and Learning.

**Location:** Kaduna, Nigeria.

**Tenure:** Full Time.

**Expected Start Date:** 1 January 2020 **Orientation:** December 2019.

**Contract Duration:** Initial contract of limited duration, renewable based on performance. Probation period 3 months.

## Key Responsibilities

- Planning and implementation of all EWEI monitoring and Evaluation activities.
- Analysing data collected and dissemination in reader friendly formats.
- Providing technical feedback on monitoring and evaluation plans for EWEI'S activities and donor-funded projects.
- Following up on M&E findings to ensure that corrective actions are taken and/or adjustments are made to programmes and projects responses as required.
- Provision of M&E findings and recommendations to support performance planning, risk analysis and risk mitigation activities.
- Support the implementation of EWEI's Knowledge Management and Learning frameworks.
- Supporting the implementation of EWEI's accountability processes and structures.
- Developing and reporting of project reviews, assessments, surveys, and other analytic or evaluation processes and products.

## Education, Qualifications, Competences and Skills Required

- University bachelor's degree essential, preferably in a relevant discipline. Additional qualifications in Gender, Knowledge Management and Training is a plus.
- At least two years professional experience.
- Experience in Monitoring and Evaluation and programme management.
- Experience in grant writing and management.
- Excellent computer skills.
- Experience of working in a team and under pressure.
- Excellent use of survey tools (Magpi, Kobotool, SurveyMonkey, ODK).
- Excellent spoken and written English including writing project plans and reports.
- Other languages (e.g. Hausa) and foreign languages including French are an advantage.

Please send an updated resume to [contact@eweing.org](mailto:contact@eweing.org) with the subject title: "EWEI POMEAL Resume" before or by **5 December 2019**.

Shortlisted candidates will be sent an application form and further instructions.