

**Organisation: Empowering Women for Excellence Initiative**  
**Job Title: Monitoring, Evaluation and Accountability Officer (MEAO)**  
**Location: Kaduna, Nigeria.**  
**Expected Start Date: 1 September 2020**

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

### **Key Responsibilities**

- Leading on the implementation of all EWEI monitoring, evaluation and accountability activities.
- Analysing data, disseminating in a reader friendly format and production of study and research documents.
- 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.
- Assisting on the provision of MEA findings and recommendations to support performance planning, risk analysis and risk mitigation activities.
- Working in close collaboration with Senior/Programmes Officers and staff/consultants etc. to strengthen EWEI data quality, accuracy and consistency to build credible evidence base for programmes.
- Developing the overall framework for M&E systems in collaboration with donor and senior project staff, including requirements, reporting, baseline, and evaluation surveys; develop and monitor project management plan to systematically document performance.
- Ensuring the alignment of MEA activities with programme goals.
- Developing databases and tracking tools as needed to demonstrate the effectiveness of project interventions.
- Contribute to developing and reporting of project reviews, assessments, surveys, and other analytic or evaluation processes and products.
- Contribute to the development of learning frameworks and curriculum.

### **Required Education, Qualification and Competencies**

- First degree in relevant discipline. Additional qualification in gender is a plus.
- At least two years job related experience in Gender or Humanitarian programming and development projects design and implementation
- Experience of working in a team and under pressure.
- Ability to conceptualise and analyse data.
- Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email).
- Excellent spoken and written English including writing programme plans and reports.
- Interest in gender issues & international development.
- Other languages (e.g. Hausa) and foreign languages including French are an advantage..
- Must be passionate about and committed to learning.

Please send an updated CV, Completed Staff Application Form (which can be downloaded from our website) and passport photograph to [contact@eweing.org](mailto:contact@eweing.org) with the title: "EWEI MEAO" before or by 16 August 2020. Please note that only shortlisted candidates will be contacted.