

# Vacancy

**Organisation: Empowering Women for Excellence Initiative**

**Job Title: Senior Programme Officer Monitoring, Evaluation, Accountability and Learning (SPOMEAL)**

**Location: Kaduna, Nigeria.**

**Expected Start Date: TBC**

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

## **Key Responsibilities**

- Leads on the planning and implementation of all organisational MEAL activities.
- Work with management to identify gaps needs of the organisation, and lead on the development, testing and dissemination of new tools and methodologies for use by staff.
- Organises, coordinates and assists with the facilitation of learning events in the form of workshops, seminars, and training for staff members.
- Scan the outside world to bring in new ideas, concepts, and keep abreast of monitoring and evaluation activities of the organisation.
- Leads on the analysis of data collected and dissemination in reader friendly formats.
- Provides technical feedback on monitoring and evaluation plans for EWEI'S activities and donor funded projects
- Follows up on MEAL 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.
- Leads the implementation of EWEI's Knowledge Management framework.
- Develops and reports on project reviews, assessments, surveys, and other analytic or evaluation processes and products.
- Development and supervision of all staff/interns/volunteers within the MEAL department.

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

- Master's degree essential in a relevant discipline. Additional qualifications in Gender, Knowledge Management and Training is a plus.
- At least three years job related experience in Monitoring, Evaluation, Accountability and Learning
- Experience of working in a team and under pressure.
- Experience in grant writing and management
- Excellent use of survey tools (Magpi, Kobotool, SurveyMonkey, SurveyGizmo, 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.
- 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 SPOMEAL," Please note that only shortlisted candidates will be contacted.**