



Employment Advertisement

Environmental Alert (EA) was founded in **1988** and this year (**2018**) marks **30 years** of contribution to improved livelihoods in Uganda through several interventions in sustainable agriculture, environment, natural resources management, water, sanitation and hygiene. EA is officially registered with the NGO Board as a Ugandan non-governmental organization, and incorporated as a company limited by guarantee. EA is governed by an independent Board that is responsible for providing strategic oversight of the organization including ensuring its integrity as a voluntary service organization.

EA is implementing her 10 years strategic plan since 2016. A popular version of the plan is available at: <http://envalert.org/wp-content/uploads/2015/09/Summary-of-EA-strategic-plan-for-2016-to-2025.pdf>

The vision and mission statements of EA are as follows:

Vision- *'Resilient and dignified communities, managing the environment and natural resources sustainably.'*

Mission – *'Environmental Alert exists to advocate for an enabling environment, sustainable natural resources management and food security for targeted communities through empowerment and policy engagement.'*

EA seeks to fill one vacant position of the **Programme Officer – Monitoring and Evaluation (PO-ME)**.

The **PO-ME** is responsible for the overall monitoring and evaluation of the Environmental Alert programme as implemented at all levels including the community, local and national levels.

A: Overall Responsibility

The PO-ME is responsible for the overall coordination of the Monitoring and Evaluation (M&E) component of the organization focusing on the mandate, objectives, outputs and activities by supporting active involvement of all the key stakeholders (including: staff, board members, development partners, duty bearers) at all levels to ensure effective and efficient delivery of the institutional M&E functionality.

B: Specific duties

- a) Ensure that an appropriate consolidated M&E system is in place and is functioning satisfactorily;
- b) Periodically review and revise the consolidated M&E system so that it is adapted appropriately to effectively respond to changing operating contexts;

- c) Lead/support the development of project M&E frameworks and link them to the consolidated M&E framework, particularly in the areas of performance indicators and their measurement;
- d) Ensure relevant and timely M&E information is collected through participatory approaches involving fellow staff and using appropriate formats based on the consolidated M&E framework;
- e) Support fellow staff and other key stakeholders through mentoring and backstopping to aid generation of required information/content for Programme monitoring and evaluation;
- f) Act as a focal point to organize and manage monitoring reviews, evaluations, outcome and impact assessment;
- g) Manage the information/data collected through entries, cleaning, analyses and synthesis;
- h) Generation of regular (*monthly, quarterly, semi-annual, annual, bi-annual*) M&E reports (with recommendations) as derived from the consolidated M&E system;
- i) Document impact/changes arising from EA engagements and ensure these are shared with and to relevant stakeholders
- j) Analyse the information gathered during the course of project implementation and use it for learning
- k) Provide guidance to staff in respect to report writing targeting development partners and donors;
- l) Any other duty as may be assigned by the Executive Director.

C: Essential requirements:

- i. Relevant Master's Degree (statistics, economics, forestry, agriculture, natural resources, rural development,) is preferred. A certificate in M&E from a recognized training institution is an added advantage.
- ii. A good understanding of Uganda's environment, natural resources and agriculture policies/programmes and policy process and excellent skills in policy analysis;

D: Experience:

- i. At least 3 years' experience in development work, with one year of successful experience in a senior position in an NGO with demonstrated achievements in monitoring and evaluation of development programmes.
- ii. Experience in designing, implementing, and operating project M&E systems from program/project initiation to close out stages;
- iii. Experience in designing and managing beneficiary monitoring and database systems;
- iv. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans;
- v. Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies;
- vi. Experience in planning and managing surveys;

- vii. Experience in developing and refining data collection tools;
- viii. Experience with data quality assessments and oversight;
- ix. Experience in managing and providing training to partners and target beneficiaries;

E: Languages: Excellent written and spoken command of English.

F: Competencies:

- i. Good knowledge of programme implementation, monitoring and evaluation techniques and practices;
- ii. Familiarity with impact assessment/outcome mapping is an advantage;
- iii. Good knowledge and experience regarding gender mainstreaming;
- iv. Good moderation, facilitation and training skills;
- v. Demonstrated ability to liaise and negotiate with government and social partners;
- vi. Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects;
- vii. Excellent analytical skills.
- viii. Ability to work in a team and good interpersonal skills.
- ix. Good organizational and leadership skills.
- x. Ability to deal with people with tact and diplomacy.
- xi. Ability to work independently with a minimum of supervision.
- xii. Ability to work under time pressure and meet deadlines.
- xiii. Ability to work in diversified environments;
- xiv. A strong conceptual ability, excellent writing, presentation and communication skills;
- xv. Ability to use a computer, application and use of specific computer packages that support M&E is an added advantage;

G: Duty station: EA's Kampala Office (Located in Kabalagala) with frequent travel to EA's programme areas in the rest of the country.

H: How to apply:

EA is an equal opportunity employer and the position is available for filling at the earliest possible opportunity. Thus, qualified women and men are encouraged to apply.

Interested individuals should send their applications to the Executive Director, Environmental Alert, P.O. Box 11259, Kampala. Uganda. Or E-mail to: ed@envalert.org with a copy **to joszake@gmail.com** or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road).

Applications should be delivered not later than **14th August 2018**.

The application should include an application letter describing why you believe you are best suited for the job (no more than two pages), a detailed CV, copies of academic testimonials, phone number, e-mail address and names of three referees. Only short listed candidates will be contacted.