



VOLUNTEER VACANCY FOR MONITORING AND EVALUATION OFFICER

Buliisa Initiative for Rural Development Organisation (BIRUDO) is a local NGO operating in the Albertine region dedicated to enhancing access to justice for poor and promotion and protection of human rights and governance. BIRUDO seeks to recruit a competent volunteer with significant experience of Monitoring and Evaluation (M&E) Officer.

Position: M&E Volunteer Officer

Report to: Program Manager

Location: Buliisa District

Duration: 1 year fixed term contract with possible confirmation (full-time)

Stipend: Attractive

Volunteer Summary:

Volunteer will be leading on the monitoring, evaluation, tracking and information control of the projects for effective delivery and timely corrective action. Working closely with the wider programme teams and partners, you will be leading on designing the tools for data collection; making sure that such tools are mainstreamed across the organisation's service delivery, ensuring that such data is stored in a manner that lends itself to quick retrieval and analysis, and ensuring that the data collected is analysed to inform our programming. You will also be responsible for building the M&E capacity among BIRUDO staff and our partners.

Key responsibilities/tasks

- Lead in the development and elaboration of an M&E strategy for BIRUDO.
- Develop/improve on the M&E tools to be used by staff and partners in the various intervention/thematic areas.
- Support/guide partners in understanding of baselines and periodic updates of baselines, developing of log frames and M&E plans.
- Develop and coordinate an overall M&E system including an MIS database for the various interventions for purposes of information generation, analysis, reporting and feedback at the office and also with the partners.
- Ensure mid term and end-term of supported interventions and ensure dissemination of evaluation results.
- Follow up and facilitate in implementation of evaluation /study recommendation.

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- Facilitate process of preparation of in-depth studies on innovative approaches/best practices.
- Build partner capacity in M&E systems.
- Development and tracking of relevant key performance indicators for the project.
- Any other assignment given by the immediate supervisor.

Position requirements:

Minimal Academic qualifications:

- University degree in Monitoring and Evaluation, Statistic and Economics, Project Planning and Management, Social Sciences, Development studies, Social Work and Social Administration and Environment.
- Must be computer literate with professional skills in the following packages: advanced document setup and editing in MS Word, Middle level setup and editing of MS Excel Sheets and Forms, Middle level setup and editing of MS Power point presentations, Advanced Data Base Management Skills, Web Technology, Knowledge on Desk top Management, and Internet and e-mail skills.
- Riding permit is a must.

Other attributes

Volunteer M&E officer must have interpersonal and communication skills and will need to demonstrate passionate commitment to BIURDO work and will need to be extremely disciplined, trustworthy, efficient, self motivated, target driven, ambitious, extremely creative, resourceful and an excellent relationship builder.

HOW TO APPLY:

Interested candidates should send their CV, a Cover Letter and photocopies of certificates and transcripts plus one (1) recent passport photo to:

Buliisa Initiative for Rural Development Organisation (BIRUDO)

P.O. Box 534, Masindi – Uganda

Or

Hand delivery at BIRUDO Head Office, Buliisa Town Council, Paraa Road, Opposite Stanbic Bank, Buliisa Branch.

Or

By Email at: birudoug@gmail.com

Closing date and time: 9th November 2014 at 5:00PM

For more information please call 0772 994 527

Only short listed candidates will be contacted.

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