



VACANCY ANNOUNCEMENT (INTERNAL)

JOB TITLE: Monitoring, Evaluation, Accountability And Learning (Meal) Officer

FXB Rwanda is a Rwandan Local Non-Governmental Organization (NGO) created in February 2012. It is affiliated to FXB International; an international NGO created in 1989, whose mission is to fight poverty and HIV/AIDS. FXB Rwanda is currently seeking to recruit for the following positions:

Position title: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Reports to: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator and Program Coordinator

Number of position: 2

Job location: Rwamagana and Nyanza Districts

Period: One year renewable based on performance

JOB PURPOSE:

Under direct supervision of the MEAL Coordinator, the MEAL Officer will support Field Officers in data consolidation, management and quality management; undertake M&E related activities and implements an appropriate monitoring, evaluation, accountability and learning Systems for successful delivery and attainment of program goal and objectives. S/he ensures that strong M&E system is in place so that the implementation of the USAID Turengere Abana program Assessment is of high quality and accountable to beneficiaries, partners and donors.

MAJOR RESPONSIBILITIES

- Assist the Program Team Leader and MEAL Coordinator to develop systematic and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators;
- Provide technical assistance to program staff on the use of M&E system; conduct rapid assessments and trend analysis of field-based programs to monitor program activity.
- In collaboration with project officers, will manage and administer all program's related data management systems including SAVIX, MIS management and data analysis.
- Make sure the utilization of appropriate reporting templates that facilitate the acquisition and aggregation of data in sectors or develop and maintain effective database.
- Participate in monitoring of program activities as well as evaluation exercises for various initiatives of the program;
- Participate actively in collecting data from the field for reporting to the donor.
- Coordinate compilation and dissemination of annual and Quarterly Reports for USAID Turengere Abana program.
- Develop and maintain effective information database for program and provide resources and necessary support for program inputs and outputs;
- Serves as focal person for the mainstreaming and making sure that cross cutting issues are implemented and reflected in reporting such as gender, Governance and child safeguarding policies/ procedures in the program activities



- Coordinate and participate in M&E related activities as determined by USAID Turengere Abana Program, including but not limited to DQAs, SIMS, site visits and assessments, data collection, capacity building activities, reports and presentations;
- Coordinate and maintain all finance related documents including timely requests and expenses reports.
- Perform additional administrative duties as required.

REPORTING

- Promote learning in the program, particularly on issues of programme quality. Regularly analyze data and produce reports on best practices and case studies
- Ensures that necessary reporting data per interventions are lined up in advance of report deadlines and responsible persons are followed up on the schedule,
- Compile and provides analytical output level inputs to program technical reports,

DESIRED COMPETENCES

- Minimum Bachelor degree in Public Health, Management, Statistics, Development studies, ICT or related field
- Demonstrate ability and commitment to work under pressure
- At least 3 years' experience of working in the data management and data entry especially using online database (MIS); Knowledge of DHIS 2 is an added value
- Strong computer skills including Microsoft Excel, Power Points, Word and statistical software
- Ability to generate report from online database and excel spreadsheet
- Fluency in Kinyarwanda and English (both verbal and written)
- Experience in USAID funded programs is an added advantage

Interested candidates with required skills and competences are requested to submit their applications addressed to FXB Rwanda Executive Director at info@fxbrwanda.org. The applications include **motivation letter, CVs** and well completed **FXB application form** (found here: http://www.mediafire.com/download/68hw76cw49ch06q/Job_Application_Form_-_FXB.pdf). The applications will be accepted not later than Friday, October 2nd, 2020 at 5:00pm (local time). Only shortlisted candidates will be contacted.

Done at Ruyenzi, September 28, 2020

HABYARIMANA Emmanuel
Executive Director