**Position: Monitoring and Evaluation Officer**

**Organisation: National Coalition of Human Rights Defenders Uganda**

**Location: Kampala, Uganda**

**Duration: One (1) year Full time- renewable**

**Reports to: Programme Manager**

**Job Summary:**  The Monitoring and Evaluation Officer (M&E Officer) will carry out monitoring and evaluation activities including data collection and reporting on project outcomes. The M&E Officer will oversee data collection, consolidate and analyse monitoring data and draft reports, conduct specific research activities, and conduct regular Data Quality Assessment (DQA).

**Responsibilities:**

1. **Develop M&E Framework:**
   * Finetune and implement a comprehensive M&E framework for NCHRD\_U, including indicators, data collection methods, and reporting mechanisms.
   * Ensure alignment of the M&E framework with programme objectives and donor requirements.
2. **Data Collection, Management, and Analysis:**
   * Coordinate data collection activities, including surveys, interviews, focus groups, and other data sources.
   * Establish data collection tools and ensure they are used consistently.
   * Manage and maintain a database for storing project data.
   * Analyse collected data to assess project progress and impact.
   * Identify trends, successes, challenges, and lessons learned.
   * Provide timely and relevant feedback to project staff.
3. **Reporting:**
   * Prepare regular M&E reports for project management and donors, highlighting key findings and recommendations.
   * Ensure that project reports are submitted on time and in compliance with organisational and donor requirements.
4. **Capacity Building:**
   * Train project staff and partners on M&E tools and techniques.
   * Provide ongoing support and mentorship to improve data collection and reporting.
5. **Quality Assurance:**
   * Conduct data quality assessments to ensure the accuracy and reliability of project data.
   * Recommend corrective actions when data quality issues are identified.
6. **Learning and Adaptation:**
   * Promote a culture of learning within the NCHRD-U team by facilitating discussions on M&E findings and implications for programme design.
   * Support the organisation in making data-driven decisions and adapting strategies as needed.
7. **Risk Assessment and Mitigation:**
   * Identify potential risks and challenges in project implementation through M&E activities.
   * Collaborate with the NCHRD-U management to develop risk mitigation strategies.
8. **Stakeholder Engagement:**
   * Engage with project stakeholders, including beneficiaries and partners, to gather feedback and incorporate their perspectives into the M&E process.

**Qualifications and Skills:**

* Bachelor’s degree in statistics, Economics, M&E or related field. A master degree or a post graduate diploma in M&E or statistics preferred.
* Proven three-year experience in monitoring and evaluation, preferably in a non-government/ development/ humanitarian context.
* Strong data analysis and interpretation skills.
* Proficiency in relevant data analysis software and tools.
* Excellent written and verbal communication skills.
* Ability to work independently and as part of a team.
* Attention to detail and a commitment to producing high-quality work.
* Knowledge of reporting requirements and standards.

Application Process:

Kindly send applications to [info@hrdcoalition.ug](mailto:info@hrdcoalition.ug) by 16th December, 2023 at 18:00 East African Time (EAST), including a cover letter outlining how you fit the job requirements and your areas of expertise; a CV; names and contacts of three referees and the salary expectations.