

VACANCY ANNOUNCEMENT

The **Strategies for Northern Development (SND)** is a local non-governmental organization working with Nomadic Pastoralist Communities in Southern Ethiopia and Northern Kenya. **SND** is guided by a **vision** to 'see a society where all Pastoralist Communities are resilient and live a dignified life'.

Key areas of SND focus include; (1) *Peace Building and Governance*, (2) *Food Security, Sustainable Livelihoods and Resilience*, (3) *Child Protection and Education*, (4) *Water, Sanitation and Health* and (5) *Humanitarian assistance*.

Position	Key Competence	Roles and Responsibilities
<p>Monitoring & Evaluations/(M&E) Assistant</p> <p>Location: (Dubluk)</p> <p>Post: 1</p> <p>Contract Duration: (12 Months with possibilities of extension over the next 3 Years)</p> <p>Salary: (Competitive salary and other benefits shall be paid as per SND Scale)</p> <p>Submission Deadline: 19th January, 2024</p>	<ul style="list-style-type: none"> • A minimum of Diploma or Degree in Social Science, Monitoring and Evaluations, statistics or any other related course from a recognized University. • Minimum of 1 years' work experience with NGOs in relevant fields. • Good written and oral communication skills in English. • Must be assertive/firm. • Must have strong analytical, problem solving and organizational skills. • Requires strong communication skills to interact with all levels of staff and management. 	<p>The purpose of Monitoring & Evaluations Assistant position is to ensure successful implementation of project performance monitoring and evaluations systems. The <i>M & E Assistant</i> will ensure tracking of project/programme results (<i>outputs and outcomes</i>).</p> <p>The <i>M & E Assistant</i> will be responsible for the monitoring of project activities against implementations documents and ensure high quality and timely inputs on deliverables from staff for the purpose of documentations.</p> <p>Further Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Develop monitoring and impact indicators for the project success. • Monitor and evaluate overall progress on achievements of results. • Supervise all <i>M & E casual workers (Enumerators and Data Entry clerks)</i>. • Conduct trainings for <i>casual workers</i> on <i>data collection methodologies</i>. • Provide <i>supervisions</i> for <i>quantitative data collection</i> activities. • Conduct <i>data quality checks</i> in the <i>field</i> and ensure <i>accuracy</i> and <i>completeness</i> of <i>survey questionnaires</i>. • Provide supervision for <i>data entry</i> of quantitative data, <i>clean data</i> and conduct <i>data analysis</i>. • <i>Compile data</i> from <i>surveys</i> using relevant and <i>appropriate computer packages</i>. • Ensure that <i>hard copies</i> and <i>soft copies</i> of data collected is kept at <i>project sites</i>. • Prepare informative <i>field reports</i>, identify shortcomings and make relevant recommendations on a regular basis. • Assist in the implementations of monitoring and evaluation activities and ensure that strategies are implemented according to plan. • Monitor the sustainability of the project's results. • Provide feedback to the MEAL Officer on project strategies and activities; • Reports (<i>Weekly-updates</i>, <i>Monthly</i>, <i>Quarterly</i>, <i>bi-annual</i> and <i>Annual</i>) progress on all project activities to the program manager. • Participate in annual project reviews and planning workshops and assist the program manager/officer in preparing relevant reports. • Support monitoring and evaluations of the effects and impact of the project. • Assist the project personnel with M&E tools and in supporting them in their use. • Assist project manager/officer in the preparation of reports on the findings and lessons learned from project innovations. • Undertake other duties as required.

How to Apply:

Letter of applications along with a copy of your resume, a contact telephone number, copies of Academic certificates, professional certificates, testimonials and the names of 3-referees preferably from your previous work places, quoting their email addresses/contact numbers properly.

Clearly label/quote the job title above on your envelope addressed to 'SND-Human Resources Officer' and hand-deliver to SND's Borana Zone office in Yabelo, SND-Moyale Office or send copies of scanned (as listed above) documents via the email address - jobs@sndafrica.org.

Female Candidates are strongly encouraged to apply.

Deadline for the submission of application is – **(Friday), 19th January, 2024 at 5:00 PM.**

Phone calls are **not allowed**. Only short-listed candidates will be notified.

SND is an equal opportunity employer!