

## 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*.

**SND is seeking applications from qualified individual(s) to fill the following open position;**

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

		<p>manager.</p> <ul style="list-style-type: none"> <li>• Participate in annual project reviews and planning workshops and assist the program manager/officer in preparing relevant reports.</li> <li>• Support monitoring and evaluations of the effects and impact of the project.</li> <li>• Assist the project personnel with M&amp;E tools and in supporting them in their use.</li> <li>• Assist project manager/officer in the preparation of reports on the findings and lessons learned from project innovations.</li> <li>• Undertake other duties as required.</li> </ul>
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**How to Apply:**

1. *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.
2. 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](mailto:jobs@sndafrica.org).
3. Female Candidates are strongly encouraged to apply.
4. **Deadline** for the submission of application is – **(Friday), 19<sup>th</sup> January, 2024 at 5:00 PM.**
5. Phone calls are ***not allowed***. Only short-listed candidates will be notified.

***SND is an equal opportunity employer!***

