

**RE-ADVERTISEMENT
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), 23rd February, 2024 at 5:00 PM.**

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

SND is an equal opportunity employer!