

READVERTISEMENT - 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 |
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| <p><u>Monitoring & Evaluations/(M&E) Assistant</u></p> <p><u>Location:</u> (Dubluk)</p> <p><u>Post:</u> 1</p> <p><u>Contract Duration:</u> (12 Months with possibilities of extension over the next 3 Years)</p> <p><u>Salary:</u> (Competitive salary and other benefits shall be paid as per SND Scale)</p> <p><u>Submission Deadline:</u> 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 <u>Monitoring & Evaluations Assistant</u> 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 style="text-align: center;"><u>Further Roles and Responsibilities:</u></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 <i>quantitative data, 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], Monthly, Quarterly, bi-annual and Annual</i>) progress on all project activities to the program |

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| | | <p>manager.</p> <ul style="list-style-type: none"> • 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. |
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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.**
3. Female Candidates are strongly encouraged to apply.
4. **Deadline** for the submission of application is – **(Friday),23rd February,2024 at 5:00 PM.**
5. Phone calls are **not allowed**. Only short-listed candidates will be notified.

SND is an equal opportunity employer!