

## **MONITORING AND EVALUATION OFFICER – THE PHARO FOUNDATION, ASSOSA, ETHIOPIA**

### **Company overview**

The Pharo Foundation (“the Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit social ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia and Somaliland and has now established an office in Rwanda. The key strategic pillars for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation also started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job and economic value creation.

Headquartered in the UK (London), the Foundation has an operational head office in Kenya (Nairobi) with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa), Rwanda (Kigali) and further expansion plans in East Africa.

### **POSITION SUMMARY**

<b>JOB TITLE:</b>	Monitoring and Evaluation Officer
<b>LOCATION:</b>	Assosa, frequent travel to Menge, Homosha , Undulu and any other places in Benishangul Gumuz Regional State (BGRS)
<b>CONTRACT TYPE:</b>	Permanent
<b>REPORTING TO:</b>	Programme Office Manager
<b>FUNCTIONALLY REPORTS TO:</b>	Monitoring and Evaluation Coordinator
<b>FUNCTIONAL RELATIONSHIPS:</b>	Programme Coordinators, Field Team Supervisor, Data Collectors - The Pharo Foundation, Programme and Field Offices at BGRS.

Under overall guidance of the Monitoring and Evaluation Coordinator and direct supervision of the Programme Manager, the Monitoring and Evaluation Officer (MEO) will lead the regular monitoring and evaluation data collection, cleaning, analysis, reporting and documentation. S/he also oversees regular programme reports and will collaborate with sector specialists and the Programme Manager to prepare periodic reports.

## **DUTIES & RESPONSIBILITIES:**

### **Monitoring and Evaluation**

- With the support of the M&E Coordinator, ensure and manage all aspects of M&E data collection, analysis and reporting on performance indicators.
- Participate in the design, formulation and implementation of surveys, studies and evaluations.
- Lead and engage in monitoring processes with sector specialists, development partners and target programme participants/beneficiaries.
- Clean, organise and archive the monitoring/reporting data and also keep the data in a safe, secure and accessible location.
- Participate in the development of Terms of Reference (TOR) for internally managed or outsourced programme baselines and evaluation data collections.
- Responsible for supporting and facilitating programme management to supervise and ensure the execution of the programme in accordance with the M & E framework.
- Guide the proper implementation of projects in the programme target area and ensure inter and intra integration of projects activities.
- Follow up, facilitate, compile and submit regular programme progress reports (quarterly, semi, annual reports) to the respective government line offices, trustees and other concerned partners by working closely with the Liaison and Reporting Officer of the Programme Office.
- Facilitate the monthly programme review meeting with the programme team and communicate the results and action points in written form to the management.
- In collaboration with the M&E Coordinator supervise the data collectors team assigned to collect routine monitoring data.
- Facilitate and promote programme reflection and learning with stakeholders to ensure a mutual understanding.
- Ensure quality of data collected through periodic verification procedures including routine data quality audits.

### **Programme Management**

- Analyse and compile programme plans submitted by respective projects based experts/coordinators and review them against the design documents.
- Review and compile an Annual Operational Plan (AOP) or Detail Implementation Plan (DIP) in alignment with the proper template/guidelines.
- As it is deemed necessary regularly update programme ideas by working closely with sector experts and consequently communicate to the management.
- Carry out other related duties as assigned by line manager.

## **REQUIRED QUALIFICATIONS AND SKILLS**

- Masters/Advanced/ degree in Statistics, M&E, Development Studies/Rural Development with a minimum of 7 years of relevant work experience or a bachelor degree with 10 years of relevant work experience.
- Out of 10 years, 7 years in project design, implementation, monitoring, evaluation and report writing.
- Good understanding of monitoring and evaluation tools and experienced in data analysis using computer packages such as SPSS, MS Word, MS Excel.
- Working experience in an international organisation/NGOs is preferred.

## **BEHAVIOURAL COMPETENCES**

- Familiarity with the rural culture, social, and traditional contexts of the BGRS of Ethiopia.
- High level of commitment and self-motivation
- Understanding of the programme management cycle
- Presentation and facilitation skills.
- A strong aptitude for organisational change, innovation, learning and team building.
- Computer skills (Operate MS Office Suite, emails and databases).
- Demonstrate the ability of strong communication skills both Amharic and English verbally and in writing.

## **APPLICATION PROCEDURE**

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding candidate early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

Please send the information listed below, as a single PDF file, to the following email address:

**recruiting.et@pharofoundation.org**. Please indicate **“Application for Monitoring and Evaluation Officer - Assosa”** in the email subject line.

1. A detailed CV and Covering Letter,
2. A 1000-word essay on the below:
  - a) What experience have you gained that makes you the most qualified candidate for the role?
  - b) What major challenges would you envisage in monitoring and evaluating a project and how would you contribute to resolve these using your experience?
3. One-page list of five references with current addresses, phone numbers, and email contacts.

**Qualified female applicants are strongly encouraged to apply.**