



Job Description: Project Officer - Monitoring, Evaluation and Learning

Reports to: Project Manager
Location: Luanda, Angola
Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) is a southern African non-profit organisation focused on democracy development in the region. With headquarters in South Africa, DWF works through its country offices to provide tools to develop resilient democracies. As an independent foundation, we build and promote inclusive, equitable and sustainable consensus democracies. We do so by providing tools, platforms and content to strengthen democrats, democratic culture and democracy institutions. DWF works on the supply and demand side of democracy.

The participation of civil society in the strengthening of the country's democracy is quite evident and marked by few but relevant successes stories although with some setbacks. Democracy Works Foundation is implementing a U.S. Department of State project in Angola, the CSO Capacity Building for Credible Local Elections (CAB4CLE) Project.

The Project aims to meet the following objectives:

- 1. Enhanced capacity and knowledge for civil society to undertake evidence-based advocacy for democratic local governance and to meaningfully participate in local electoral processes.*
- 2. Increased capacity and knowledge for the citizenry to meaningfully participate in the local governance electoral processes.*
- 3. Increased engagement of National level electoral stakeholders including the CNE, political parties, government institutions to facilitate joint reflection and learning as well as addressing issues that contribute to credible electoral processes.*

With the 2022 local government elections as starting point, the project is designed as an iterative process involving learning, standards development, capacity development, building democratic cultures, and civic participation.

Position Summary

The M&E Officer will provide robust monitoring, evaluation and learning services for all aspects of the project including the analysis of data sets, reporting from and inputting to the necessary and approved management information system, conduct surveys and other methods of collecting information and contribution to periodic reports. The M&E Officer will work in close collaboration with the Project Manager and Country Director.

This is a fixed term contract until the end of the project and is based on donor agreements and the availability of funds.

Areas of Responsibilities <i>(Please list the key responsibilities for this role)</i>	
M&E Planning	<ul style="list-style-type: none"> • Participate in developing an annual M&E Plan of all M&E activities by providing input and information as per donor monitoring and evaluation requirements. • Manage planned activities to ensure on-time delivery and to standard. • Participate in coordinating that the M&E plan aligns with donor reporting requirement and schedule, align plan with donor reporting deadline. • Support management to implement M&E indicators and activities throughout all projects by engaging with relevant team members, sharing expertise and knowledge, developing customised tools in line with the M&E framework and providing ad-hoc support to enable M&E activities across the program. • Maintain an organisational M&E dashboard that reflects overall findings and impact by collating all findings. Ensure that findings are communicated to agreed standards and deadlines.
Monitoring and Evaluation	<ul style="list-style-type: none"> • Develop project monitoring plan in line with donor requirements and in consultation with programme team and partners. • Coordinate with country offices for collecting data against agreed indicators. • Analyse and evaluate M&E findings and data by following the M&E approach and framework, develop insights and recommendations and presenting within agreed format and within agreed deadlines. • Actively strive to streamline processes and increase efficient gathering of required information, whilst remaining within donor guidelines and requirements. • Design, coordinate and conduct project evaluations (mid-term and end-line). • Support partners in designing and disseminating research studies by providing relevant input.
M&E Capacity Building	<ul style="list-style-type: none"> • Identify and develop tools and systems that support M&E capacity building and implementation across all departments by identifying needs and indicators and develop appropriate training and skills transfer. • Identify common errors, develop training where necessary and address skills and implementation needs on an on-going basis.
Reporting	<ul style="list-style-type: none"> • Conduct qualitative and quantitative analysis of M&E data and findings by following methodology and good practice, developing findings and insights and drafting reports by agreed deadline. • Develop M&E reports by collecting findings, completing reporting requirements. • Develop ad-hoc reports on request.

Administration	<ul style="list-style-type: none"> • Participate in all HR related processes such performance management. • Ensure adherence to all Finance, HR and Procurement policies and procedures. • Ad-hoc tasks within scope of work as and when assigned.
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Job qualifications

- Minimum of a Degree from a recognised university in statistics, social sciences or similar
- Competent in MS Office Suite, and in particular Excel and Word.
- Competent in M&E data tools and software such as SPSS
- Knowledge and understanding of project monitoring and evaluation.
- Understanding of the current M&E trends and especially M&E systems in development organisations.
- Must be bilingual, with excellent verbal and written communication skills in English.

Experience

- Minimum 3 years' experience in monitoring and evaluation with at least 2 years in the NGO sector. Donor experience will be an advantage, particularly US government funding
- Experience of field data collection in Southern Africa
- Experience of report writing
- Experience of conducting research
- Experience of organising lesson-learning sessions
- Demonstrated experience working with grass roots organisations and in local communities.

Other Characteristics/Skills Required

- Preferred candidate must be a citizen or permanent resident of Angola.
- High levels of creativity, and innovative problem solving.
- Sensitivity towards gender, sexual, ethnic/race, cultural identities.
- Ability to involve other people, harness and build on their ideas.
- Strong interpersonal skills, coupled with ability to influence, advise and train.
- Self-motivated person able to work with little supervision.
- Demonstrate commitment to team work with a high degree of integrity, dependability and confidentiality.
- Strong analytical and conceptual skills.
- An understanding of and affinity with DWF's vision, mission and values and a strong commitment and understanding of democracy development.
- The candidate must be in possession of a driver's license valid for Southern Africa.
- The working language of Democracy Works Foundation is English.