



## **VACANCY NOTICE FOR SENIOR MONITORING, EVALUATION AND LEARNING (MEL) OFFICER**

The Electoral Institute for Sustainable Democracy in Africa (EISA) is a registered not-for-profit organisation established in South Africa in 1996. It is headquartered in Johannesburg, South Africa and Abidjan, Côte d'Ivoire, and supported by field offices across the continent. EISA was established to support democratic transition, initially with a focus on contributing to a free and fair elections in post-Apartheid South Africa. EISA's early work involved conflict monitoring, mediation, and mitigation strategies around elections. These early experiences have been beneficial in allowing EISA to continue this work in many other post-conflict and transitional spaces. EISA's programmatic scope has adapted to activities beyond elections to areas of the democratic and good governance support in Africa.

### **POSITION OVERVIEW**

Under the overall guidance of the Executive Director and direct supervision of the Programmes Director, the Senior MEL Officer will be responsible for monitoring and ensuring that EISA programmes and projects maintain their strategic vision and that activities result in the achievement of its intended outputs in a cost effective and timely manner.

The M&E officer will be responsible for designing and implementing the MEL activities of the organisations Projects; assisting the Country field office Directors and Project Managers in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

Internally, the Senior MEL Officer will work in close collaboration with project teams, the Research and Quality assurance (RQA) Manager, the Programmes Director and the Executive Director. They will also work with EISA's partners and project beneficiaries when needed.

### **DUTIES AND RESPONSIBILITIES**

S/he will provide technical support to programme staff on MEL tools to ensure that the implementation of EISA's programmes deliver desirable and quality results.

- Maintain and update the EISA MEL system, on an ongoing basis.
- Generate needed reports to meet donor and other stakeholder requirements.
- Construct monitoring, evaluation and learning plans for project activities in conjunction with country directors and the Programmes Director.
- Lead implementation of surveys, establish supportive supervision processes, oversee data collection, and consolidate lessons learned and make suitable recommendations for future program implementation.
- Synthesise, document, and disseminate project learnings at a program and an organisational level.

- Ensure program reports are submitted and disseminated in a timely manner, in line with established protocols.
- Provide technical assistance to partners in project areas for monitoring and improvement of project activities.
- Lead the design of flexible systems to collect, store and analyse data from multiple sources.
- Lead the assessment and verification of primary and secondary data received from partners.
- Participate in the yearly exercise of updating the organisational risk matrix and strategies.
- Participate in the yearly development of project work plans, including budgeting.
- Participate in fund-raising activities for proposal development.

#### **QUALIFICATIONS:**

- A degree in the field of Political Science, Economic Science, International Relations, Development or related disciplines preferably at Master's level.
- An excellent command of the English and French languages is required for this position.

#### **WORKING EXPERIENCES:**

- At least 5 years working experience for INGOs especially on M&E, both qualitative and quantitative, in development projects.
- Experience working as a M&E Officer in a humanitarian/development/governance context.
- Experience in managing M&E of several projects at the same time.
- Knowledge of project cycle management concepts, processes and tools, and experience in leading participative processes.
- Expertise in developing, planning and implementing M&E systems, procedures and tools.
- Knowledge of and experience with quantitative and qualitative methods in the humanitarian aid/development sector.
- Extensive experience in data collection and analysis Knowledge of information management software and tools (statistics, investigation management and mapping).
- Awareness and knowledge of ethical issues related to M&E.
- Cultural awareness and ability to build relationships quickly with a wide variety of people.
- Willingness to travel extensively.

#### **SKILLS:**

- Excellent communication and facilitation skills.
- Experience working with a range of stakeholders, including civil society organizations, academics, political parties etc.
- Competencies in utilising Power Point, Word, Excel, and Outlook.
- Command of IT tools and experience in using databases.
- Ideally, experience with Excel (including pivot tables) as well as ODK.
- Analytical skills.
- Ability to manage high/low workload and to work under pressure and with limited supervision in a challenging environment.
- Ability to perform multi-tasks at one time.
- Ability to create a cooperative and collaborative environment.
- Excellent oral and written communication skills (in constructive negotiations) in all areas (internal and external), active listening skills.
- Results-oriented focus and problem-solving abilities.

- Ability to learn from negative experiences, capitalizing on errors and seizing opportunities.
- Personal integrity and credibility.
- Strong interpersonal and intercultural skills.

*Applications with relevant CV, two professional references and specifying the position being applied for in the subject line should be sent to [zahira@eisa.org](mailto:zahira@eisa.org) by not later than 6<sup>th</sup> of December 2023. Only shortlisted candidates will be contacted. EISA is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply. EISA reserves the right not to appoint.*