

Vacancy Announcement by EUCORD ETHIOPIA

Position Description

Job Title : Monitoring, Evaluation and Learning Officer, Ethiopia

Reports to : EUCORD's Project Coordinator in Ethiopia or his designee

Duty Station : Addis Ababa

Number : One

Duration : One year with the possibility of extension based on satisfactory performance

Salary: Monthly gross salary is maximum 40,000 ETB

A. Project Background:

European Cooperative for Rural Development (EUCORD) is recruiting a Monitoring, Evaluation and Learning Officer for an agricultural development project funded by the International Finance Corporation, Soufflet Ethiopia and HEINEKEN Breweries S.C. The responsibilities, duties and qualifications for this position are described in below position description.

EUCORD is a Brussels based non-profit organization. Its mission is to increase farmers' capacity to sustainably grow quality crops matched to commercial needs of the agribusiness sector and in doing so, increase food security, develop the private sector and improve the livelihoods of rural communities.

B. Position Summary:

The Monitoring, Evaluation and Learning Officer responsible for providing effective monitoring, evaluation and documentation of learnings for the Malt Barley Value Chain Development Project Phase II i.e. BOOST II Project, ensuring compliance with the donors (IFC, Soufflet Ethiopia and HEINEKEN Breweries S.C.) and as per European Cooperative for Rural Development's (EUCORD) policies and procedures.

The ME&L Officer will be responsible for overall ME&L and learning needs of the project and will come up with findings based on real data to show performance of the project. The ME&L Officer will support EUCORD to select and set up a digital open-source M&E software. The ME&L Officer will also help EUCORD in strengthening its ME&L functions based on experiences from the project. The officer will play role in promoting key learning and accountability for the improvement of the project and for wider learning of the organization.

C. Specific Duties and Responsibilities:

The Monitoring, Evaluation and Learning Officer will have the following duties and responsibilities:

- Support EUCORD to select and set up a digital open-source M&E software
- Develop Monitoring, Evaluation & Learning Plan for all projects
- Develop tools for field monitoring after review of project documents.

- Conduct field monitoring visits to project sites on quarterly basis and develop quarterly monitoring reports.
- Evaluate capacity building trainings (if required) and prepare training evaluation reports
- Maintain records of project documents and keep Means of Verification of achievements.
- Collect and consolidate the progress of the project against targets and indicators of work plan
- Conduct meetings with project partners/stakeholders to assess their role in the implementation of the projects.
- Assess the impacts of the projects on the socio economic conditions of the target communities
- Identify gaps (if any) and make recommendations for improvements in project implementation process.
- Assist the project leader in reviewing project plans
- Participate in weekly management meetings.
- Prepare monthly, quarterly and annual reports submitted to donors and government properly and on time
- Assist in the organization and preparation of presentations, meetings, workshops, etc.
- Assist in compiling and editing written materials prepared by the team
- Compile and document learnings/lessons and success stories in the project operational area
- Ensure proper documentation at filed level and sharing of all the appropriate documents with field staff and the project implementation strictly follows the approved plan.

Undertake any activities assigned by immediate supervisor

D. Qualifications and Experience:

- Master's or First Degree in Agriculture Economics, Economics, Agriculture, Social Sciences, or Development Studies
- Minimum two years' work experience for master's degree and four years for First Degree in Monitoring, Evaluation & Learning in agricultural development projects. Experience in a NGO setting is highly desirable.
- Demonstrated ability to plan, implement & manage ME&L functions.
- Sound skills in developing data collection formats and protocols.
- Data entry, analysis & report writing.
- Experience in establishing ME&L system for agricultural projects
- Good problem-solving skills and results orientation
- Good English and local languages (Afan Oromo) reading, writing and speaking skills
- Demonstrated interpersonal communication and leadership skills.
- Proficiency in the use of computer office applications for word processing and spreadsheet.
- Experience with digital M&E platforms (e.g. Kobo Toolbox) is a plus.

E. Reporting Responsibility:

F. Application deadline

- Applications submitted after 20 January 2024 are not accepted
- Applications should be accompanied by a cover letter, a detailed CV, names of at least three (3) referees.
- Interested candidates should also clearly state their current and expected remuneration.
- Applications shall be submitted to the following e-mail address:
infoethiopia@eucord.org
- To be considered, please make sure to fill out this [online questionnaire](#).