| Description: logo.png | **Uganda Counseling and Support Services** **Plot 450 Kalungu Park Lane, Bunga, Kampala**  **P.O. BOX 71405 Kampala Phone: +256 789 482 888**  **E-mail: admin@ugandacss.org**  **Web:** [**www.ugandacss.org**](http://www.ugandacss.org) |
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**Monitoring and evaluation officer.**

**Job Overview:**

 Uganda Counselling and Support Services seeks to recruit highly competent, motivated, and professional individuals to fill the position of monitoring and evaluation officer.

**Duty Station**

Duty station for this role will be Bulike, luuka district respectively.

**Job Summary:**

The monitoring and evaluation officer will be responsible for collecting, analyzing and reporting data to help the organization to assess the effectiveness of programs.Must be able to work independently and teams, as well as have excellent communication, problem solving, and organizational skills.

**Reporting Lines**

Monitoring and evaluation officer will be reporting directly to the Executive director.

**Specific duties:**

* Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
* Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
* Develop the overall framework, for project M&E, for example, mid-term project review, impact assessment, final evaluation, and develop project Performance Monitoring Plan with relevant data collection systems.
* Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
* Develop baseline data for each project component and for all project indicators.
* With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support, and resources.
* Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
* Organize and undertake training with collaborating partners on M&E as required.
* Implementation of M&E and coordination:
* Collect data on a regular basis to measure achievement against the performance indicators.
* Check data quality with partners.
* Maintain and administer the M&E database; analyse and aggregate findings.
* Support project progress reporting, project mid-term review, and final evaluation.
* Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.
* Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
* Communication:
* Produce reports on M&E findings and prepare presentations based on M&E data as required.
* Provide the Project Manager with management information she/he may require.
* Check that monitoring data are discussed in appropriate forums and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.

**Education, Experience And Competencies.**

**Education**: Bachelor degree or preferably in: -Anthropology/statistics/Development studies/Economics/Any other relevant social science discipline.

Possession of a post graduate qualification in monitoring and evaluation is a Must.

**Must have:**

* General Computer skills including good working knowledge in accounting.
* Good communication skills-both written and verbal
* Result oriented and Data analytical skills.
* Negotiating skills, Personal integrity and corporate governance
* Report writing skills
* Planning and organizing skills
* Time management and a team player
* A keen eye for detail.
* Good at English, Lusoga or Luganda

**NB.** Preference would be someone from Kamuli or nearby districts

**Experience**:

3 - 4 years’ experience.

Interested candidates are invited to apply by providing information at:

Human resource Manager Uganda Counselling and Support services

P.O. Box 71405 Kampala

Tel: 0751253193 0r 0788675781.

Closing date: 20th January 2024.

Only shortlisted candidates will be contacted.