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**Job Description**

Position: Monitoring, Evaluation, Research and Learning (MERL) Officer

Supervisor: UBAKA EJO Technical Lead

Location: Kigali, Rwanda

**DEPARTMENT-OVERVIEW**

AEE Rwanda seeks a Monitoring, Evaluation, and Learning (MEL) officer for the UBAKA EJO program. UBAKA EJO is a seven-year, USAID-funded global cooperative agreement with the dual objectives of attaining and sustaining HIV epidemic control among at-risk and hard to reach infants, children, and youth, as well as to mitigate the impact of HIV/ AIDS and prevent HIV transmission among these populations.

The aim of UBAKA EJO is to prevent new HIV infections and reduce vulnerability among orphans and vulnerable children (OVC), and adolescent girls and young women (AGYW) in selected high burden districts in Rwanda. The strategic objectives support the Government of Rwanda strategies and priorities for HIV mitigation and prevention, with an emphasis on minimizing negative impacts of HIV on OVC and AGYW; addressing social, behavioural, and structural drivers of HIV, and improving access to comprehensive SRH and violence response services to prevent new infections. The project supports OVC services in three districts and DREAMS activities in one district.

**Key Responsibilities**

The MERL Officer oversees all MERL activities in both OVC and DREAMS, provides technical direction and support, and ensures the accurate reporting of results for program activities.

**Specific Duties:**

The specific duties to be carried out by the successful candidate are listed below:

- Support the design and implementation of the project's MERL system in collaboration with UBAKA EJO coordination Team to develop key performance indicators, targets, tools across the project.
- Manage baseline assessments and support the implementation of research studies with UBAKA EJO coordination Team.
- Coordinate any external evaluation processes, including drafting evaluation ToR and selection of firm, in alignment with award.
- Develop and disseminate relevant M&E tools, formats and provide M&E specific technical training.
- Lead data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and data quality audit worthy
- Ensure appropriate training and supportive supervision of all projects staff in monitoring and evaluation procedures, data collection tools, and data management practices in alignment with the MEL Plan

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*To Evangelize the Cities of Africa through the Word and Deed in Partnership with the Church*

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- Conduct Routine Data Quality Assessments (RDQA) and implement corrective actions to improve data quality and accountability of staff
  - Develop and maintain accurate information in a project database, as well as accurate and timely electronic files.
  - Responsible for the data analysis, writing, and review of the results and learning sections of program data reports in collaboration with project staff, before submission to UUE Coordination
  - Commitment to applied learning and adaptation based on data: Support the project staff on routine reviews and interpretation of data for learning and adaptation; package and disseminate timely findings in a meaningful way, and make suggestions for adaption.
  - Other tasks as assigned

### **Required Qualifications**

- **Bachelor's degree** in any of the following or related fields: **Social science, international development, public health, evaluation, statistics, or economics**
- At least three (3) years of progressively responsible experience in designing, managing, and implementing results based MERL activities
- Demonstrated relevant technical skills in analysing quantitative and qualitative data, with excellent organizational as well as English oral and written communication skills
- Demonstrated commitment to data use and learning to improve program performance
- Progressively responsible experience in monitoring and evaluation of OVC/Health projects, program beneficiaries, and program staff.
- Knowledge of USAID/PEPFAR reporting requirements and systems
- Extensive knowledge and experience in reporting procedures, best practices, guidelines, and tools for monitoring, evaluation, and learning, including impact evaluation.
- Demonstrated supervisory skills, and ability to work well on a team.
- Proficiency in Microsoft Office programs, i.e., Excel, Word, PowerPoint, etc., and the ability to use various commercially available statistical software programs
- Strong writing and oral presentation skills, including fluency in English and French
- Should not be above 35 years old.

### **Preferred qualifications, not required:**

- Working knowledge of DHIS2, KoBo
- Master's degree in any of the following or related fields: social science, international development, public health, evaluation, statistics, or economics
- Experience in utilizing gender and social inclusion sensitive indicators and analysis
- Born again candidates preferred

**Qualified female candidates are encouraged to apply!**

### **APPLICATION DOCUMENTS**

- Expression of interest letter
- Updated CV with contact details
- 3 references
- Copies of educational qualifications
- Church recommendation
- Copy of National Identity card.
- Copy of Driving license

### **How to Apply**

Qualified and interested candidates should submit their application documents written in English addressed to AEE Rwanda Executive Secretary exclusively to: **aeerecruitment@aeerwanda.ngo** by February 16th, 2021 not later than 5:00pm Kigali time.

N.B. Only selected candidates will be contacted for tests.

Done at Kigali, February 12th, 2021.  
Human Resources Manager