

FH ASSOCIATION RWANDA (Food for the Hungry)
PO BOX 911 Kigali, Rwanda

VACANCY ANNOUNCEMENT
MONITORING & EVALUATION OFFICER

ABOUT FH

FH Association (Food for the Hungry) is an International Christian, Relief and Development organization with a vision “**All forms of Poverty ended worldwide**” and a mission; “**Together we follow God’s call responding to human suffering and graduating communities from extreme poverty**”.

We are seeking to hire a qualified, dedicated and experienced Rwandan National for the “**Monitoring & Evaluation Officer**” position to support the implementation of a Project in Refugee camps and neighboring host communities. The position holder shall be based in Kigali Office with frequent travels to Mahama, Nyabiheke, Kiziba, Gihembe and Kigeme Refugee Camps.

PURPOSE OF THE POSITION

The M&E officer will be responsible for development, implementation and monitoring of a sound a M&E framework for the refugee assistant program in Rwanda.

MAIN KEY RESULTS

Develop and Implement M&E systems for the FH Refugee Project (50%)

- Determine information needs of project management, implementing partners and primary stakeholders, and funding agencies.
- Provide training on M&E to program and partner staff and facilitate M&E design and implementation processes with implementing partners and primary stakeholders.
- Provide support to implement the M&E plan, revise and update performance questions, indicators, methods, formats and analytical processes.
- Create the TOR, designing and costing out a baseline survey and a needs assessment survey (as appropriate)
- Review existing M&E and management information systems of camp and identify needs for support.

M&E data management and information sharing (25%)

- Collect, compile and analyze data and reports and create consolidated progress reports.
- Support establishment of data collection systems within programs and support community M&E mechanisms/structures through participatory processes
- Follow up on project quality implementation through regular project field visits
- Support teams review and reflect on project implementation processes to enhance learning and replication of best practices
- Strengthen the capacity of project implementing staff on M&E and reporting.

Support in Reporting and collection of Success Stories (25%)

- Lead in telling the story by collecting and documenting key successes and best practice for the reports and to support FH resource development efforts.

- Serve as point person for collecting Refugee project stories and material for internal/external communication and marketing/fundraising purposes. This will include production of written stories as well as provision of basic video and photos as required
- Ensure partners are proactively collecting relevant stories and sharing with FH in a timely manner
- Consolidating partner reports including M&E data as per needs of the project and UNHCR reporting requirements.
- Ensure information gathered from project monitoring and evaluations is well documented and accessible and is effectively communicated to appropriate stake –holders and partner

JOB REQUIREMENTS

- Bachelor’s degree in Monitoring and Evaluation, social science, social development and community development
- Minimum of 5 years’ experience in similar role in NGO set up. Working experience in refugee programming is an asset
- Proficiency in spoken and written English, French and Kinyarwanda. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

OTHER ESSENTIAL REQUIREMENTS

- Vibrant Personal Relationship with Christ
- Flexibility to work under pressure and meet strict deadlines
- Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding
- Ability to work in refugee set up
- Excellent written and verbal communication skills
- Proficient in MS Office Suite and ability to design brochures, flyers, newsletters
- Photography and interviewing skills. Ability to shoot and edit short video is a plus.
- Experience in community participatory methodologies such as PRA, PUA, Rapid Appraisals, Barrier analysis Gender analysis etc.
- Strong analytical and report writing skills
- Good understanding of project planning, implementation, Monitoring and Evaluation processes.
- Knowledge of statistical computer packages e.g. SPSS, EPI-INFO etc.

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **12th March 2021** using the following link <http://41.216.97.161/fhrwjobs>

Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at rwanda@fh.org
- The filling of this position is subject to Contingency Fund

FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 4th March 2021

