

## **VACANCY – Impact and Learning Officer.**

ALIGHT works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ALIGHT presently works in and with partners in seventeen countries globally. ALIGHT has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve! ALIGHT is looking for a qualified, self-driven and committed individual to join its team as **Impact and Learning Officer**

### **PRIMARY PURPOSE OF THE POSITION:**

**Reporting to the Impact and Learning Coordinator, the Learning and Impact Officer** is responsible for monitoring, evaluation and leaning at the site level. He/she works closely with project staff to expedite collection of relevant data, monitor implementation of project activities and track indicators (output, outcome and goals). With assistance of the Impact and Learning (MEL) Coordinator, Site Manager and Head of Programmes, the Learning and Impact Officer will support the field site project to improve the quality of the services by providing reliable field information on the quality of services delivery for coordination and management decision making. It is also the duty of the Impact and Learning Officer to manage the field site complaints response mechanism, produce statistics and ensuring that the Alight programming is that of Accountability.

### **MAJOR AREAS OF ACCOUNTABILITY**

- Perform data collection through field visits and phone interviews with beneficiaries and communities through satisfaction survey, focus group discussions (FGDs), and key informants interview (KII). FGDs and KIIs with various stakeholders.
- Review and clean of data (as required)
- Conduct qualitative and quantitative field monitoring and verification of project implementation
- Together with the Project staff and with the support of the Impact and Learning (MEL) Coordinator, undertake accountability activities including the development and use of information sharing materials and the establishment of complaint response mechanisms. This may include ensuring that complaints are logged and addressed in a professional and timely manner and that serious complaints relating to abuse, exploitation and corruption are referred appropriately
- Ensure that the assigned data collection areas/ beneficiaries are covered within the timeline.
- Perform Post Distribution Monitoring.
- Conduct activities under the supervision of Impact and Learning Coordinator.

### **Management:**

- Coordination with the Impact and Learning (MEL) Coordinator in terms of timely conduct of delegated activities

- Has day to day functional gathering the data from different sectors in Mahama refugee camp

## **REQUIRED SKILLS AND EXPERIENCE**

- Bachelor's Degree or equivalent in social sciences, demography or statistics;
- Previous experience in MEAL services with humanitarian agencies;
- Work Experience: Minimum of 2-years previous experience as /MEAL officer, having demonstrated very good in report writing, data management skills, with emphasis on project monitoring, evaluation and learning;
- Working experience with NGOs Interacting with refugees or displaced population will be an added advantage;
- Computer literate (MS Office, including Excel, Word, PowerPoint, Access);

## **KEY BEHAVIORS AND ABILITIES**

- Excellent listening, retention and note-taking skills to maintain a high level of accuracy during interpretation;
- Good interviewing skills with excellent education or work experience in language-related fields such as data collection, evaluations, needs assessment preferred;
- Follow ethical codes that protect the confidentiality of information;
- Strong leadership and management skills including strategy formation, process improvement and team building.
- Ability to manage a diverse team affectively, balance the interests of different stakeholders and provide excellent leadership by maintaining a constructive work environment and setting a positive example,
- Commitment to personally champion Alight's Program vision and Mission and inspire others to do the same
- Excellent written and verbal communication, including effective presentation and facilitation skills
- Excellent strategic thinking, process management and problem solving skills
- Collaborative, result-oriented management style
- Initiative, resourcefulness and innovation
- Strong participatory leadership and interpersonal skills. Ability to motivate staff and lead a high performing team in a politically sensitive environment,
- Ability to prioritize multiple tasks and meet deadlines in a dynamic environment.

Interested candidates should submit 1page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most current employer/supervisor (all in/as one document) - via email only to: **RWJobs@wearealight.org** with the POSITION applied for clearly indicated in the subject line. The deadline for submission of applications is **September 4th 2021**. Only shortlisted candidates will be contacted.

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