

# THE HUMAN RIGHTS CENTRE UGANDA

**Job Title:** Programme Officer - Monitoring and Evaluation

**Department:** Programmes

**Reports To:** Head Programmes

## **Organisational Background:**

The Human Rights Centre Uganda (HRCU) is a non-profit, non-partisan and non-governmental organisation that was established in November 2008 with the main aim of contributing to the protection and promotion of the rights of human rights defenders in Uganda. It works towards improving the environment in which human rights defenders operate in Uganda. The Centre carries out its mandate throughout Uganda through regional networks and coalitions. From the time of its formation, the Centre has had steady growth and registered success at different levels.

## **Broad Function:**

The Programme Officer-Monitoring and Evaluation is responsible for leading the development and implementation of the Human Rights Centre Uganda (HRCU) Monitoring and Evaluation plan to monitor progress, evaluate effectiveness, and disseminate results of the different project activities. The Programme Officer- M&E has primary responsibility for identifying M&E needs, designing and maintaining data collection systems and for ensuring that all necessary information, from both routine reporting as well as from ad hoc data collection efforts and special studies, is collected, analyzed and used in guiding internal project planning and informing staff about the different project activities and accomplishments. The Programme Officer- M&E conducts all appropriate analyses, including the use of complementary data sets and secondary analysis, and fully documents activities and accomplishments in the form of reports, publications and presentations to staff and donors. In addition, s/he provides mentoring to staff to monitor and evaluate the different project activities. Lastly, s/he is responsible for writing up and publishing lessons learned from the M&E of different projects.

## **Specific Roles and Responsibilities:**

- 1.** Review the Monitoring and Evaluation system for the organization with a view to update it
- 2.** Establish and manage a performance monitoring framework for effective monitoring, reporting and updating progress of the project.

3. Collect, input and analyze both qualitative and quantitative data from M&E system for use throughout the organization.
4. Review the Monitoring and Evaluation Plan and monitoring tools to foster proper implementation
5. Provide technical assistance to staff on participatory monitoring methodologies with stakeholders/ project beneficiaries
6. Ensure that the M&E system is a cost-effective, results-orientated system that provides HRCU with necessary information to assess the progress, effectiveness, and outcome of activities.
7. Train staff in data collection and use of monitoring tools
8. Collaborate with staff to develop individual and work M&E plans as appropriate.
9. Participate in preparation of periodic reports e.g. annual, quarterly, monthly and weekly work plans and reports while tracking the submission of the different periodic reports from different projects.
10. Prepare M&E reports highlighting the gaps and changes accruing from different activities. Use data to systematically and consistently document achievements, success stories, and best practices.
11. Oversee implementation of HRCU's baseline and midterm review recommendations.
12. Review, monitor and analyze reports for impact evaluation.
13. Work with the Programmes team to establish the required material resources to carry out planned activities and include them in the ME budget and plan.

**Relevant Experience, Skills and Competencies:**

- At least three (3) years working experience in a Non - Governmental Organization
- At least three (3) years technical experience in the field of monitoring and evaluation
- Experience in designing, planning and implementing M&E systems and tools
- Experience in leading a project team in M&E activity design and implementation and collaborating with technical and financial staff to build capacity and share information with an impetus of supporting decision-making.
- Experience in data collection, statistical analysis, qualitative and quantitative research, and dissemination of results.
- Ability to prioritize multiple tasks in a fast paced and complex environment. Flexible and proactive attitude towards problem-solving.
- Willingness and ability to travel as and when required to project sites around the country.

- Excellent interpersonal skills and ability to work in a team. Demonstrated ability to build consensus and navigate complex project contexts.
- Strong problem-solving skills, capacity to analyze information and recommend necessary recourse for maximizing project progress and impact, and ability to work independently with great attention to detail.
- Experienced ICT skills including ACCESS, Word, Excel, PowerPoint, and at least one statistical software package (SPSS, STATA, SAS or Epi-Info Windows).
- Excellent communication skills (written and oral), including the ability to develop and present effective presentations to development partners and other key stakeholders.

**Education requirements:**

A Bachelor’s degree in the Social Sciences, Statistics, Project Management or related field. Post graduate training in Monitoring and Evaluation and or project Planning and Management is an added advantage

**Additional Skills and Competencies:**

- Understanding of Aid effectiveness and value for money principles
- Strong analytical ability
- Project management and planning skills
- Able to delegate efficiently and technically support teams with no direct line management responsibility over them
- Excellent personal and time management skills
- Result and performance oriented approach to work

**Other Key Information:**

**Length of contract:** Two years, with an opportunity for an additional two years

**Location:** Kampala, Uganda

**Travel involved:** In-country travel (40%)

Interested individuals should send their applications including their curriculum vitae and copies of academic documents via email to [snalukwago@hrcug.org](mailto:snalukwago@hrcug.org) or [info@hrcug.org](mailto:info@hrcug.org)

Applications should be sent in by close of business **13<sup>th</sup> October 2017**.