



JOB TITLE: MONITORING AND EVALUATION OFFICER

JOB LOCATION: PLATEAU COMPREHENSIVE AND INCLUSIVE EYE HEALTH PROGRAM OFFICE SITUATED AT BINGHAM UNIVERSITY TEACHING HOSPITAL (BHUTH), JOS PLATEAU STATE, NIGERIA (WITH FREQUENT TRAVELS TO PROJECT LOCATIONS IN CENTRAL ZONE OF PLATEAU STATE)

REPORTING LINES: PROGRAM MANAGER

FUNCTIONAL: MONITORING AND EVALUATION OFFICER

JOB PURPOSE

- The position holder will be responsible for supporting project staff to regularly collect, enter, verify and analyze data and make timely database adjustments, to measure the impact of the program.
- He/she will work closely with other project team members, data clerks from the 5 local government areas (LGA) of central Plateau to ensure monitoring and evaluation of data is accurately incorporated into all reports and information products.
- The position holder will implement tools to ensure beneficiaries are informed of project goal, implementation methodologies, beneficiary selection criteria, project timeline and entitlements. He/she will monitor adherence to project monitoring and evaluation (M&E) standards.

ROLES AND RESPONSIBILITIES

- Understand and maintain an M&E system database that improves the projects' ability to inform program implementation, analyze data and represent impact to donors, government, partner organizations and communities.
- Support the team with data collection and collation during outreaches in Plateau central and other project locations.
- Ensure all relevant program staff are able to utilize the database to analyze program information and results.
- Regularly review data entered into the M&E system to locate and fix problems with data entry or integrity.

- Generate data (tables/graphs/reports) from the M&E database at regular intervals, ensuring reports/information are available for program implementation staff when required. Facilitate data analysis with program implementation team as requested.
- Work as part of a team to facilitate and support M&E operations including baseline, annual and end line surveys, regular monitoring, data collection, analysis and reporting according to the M&E work plan.
- Conduct regular field visits to the 5 LGA of Plateau central to ensure all elements of the M&E system and database are utilized effectively by all stakeholders, assessing and identifying breakdowns and areas that require clarifications and improvements.
- Ensure field teams always have the most recent version of all M&E tools and documents.
- Assist the team in improving the program's M&E systems by identifying good practices, field-tested lessons learned and creative recommendations; share with and encourage staff to incorporate these in their daily work.
- Work closely with the Program team to develop and deliver staff training, improving capacities in monitoring, evaluation and database management.
- Support the team to produce monthly, quarterly and annual narrative reports.
- Support the team with the documentation of success stories during project implementation
- Support the State Ministry M&E and narrative reporting.
- Review or edit data in reports as requested and required.
- Other duties as may be assigned to him/her.

QUALIFICATIONS: EDUCATION/KNOWLEDGE/TECHNICAL SKILLS AND EXPERIENCE

Applicant should have the following qualifications:

- BSC or HND in Mathematics, Statistics, Health Information Management, or any social science related discipline. A master's degree in Public Health will be an added advantage.
- Minimum of 2 years of NGO experience in data management
- Formal or self-education, prior experience or on-the-job technical training in basic M&E
- Good reporting skills
- Experience of collecting data at community level
- Computer literacy for entering data into a database
- Advanced Excel skills
- Strong analytical skills
- Ability to work under pressure
- Ability to work independently as well as in a team

SUPERVISORY RESPONSIBILITY:

- S/he will supervise data clerks in central Plateau

ACCOUNTABILITY:

- Reports directly to: Project Manager
- Works directly with: Program Project and Finance Officers

METHOD OF APPLICATION:

- Interested applicants should forward a one- page **cover letter and CV with relevant supporting documents, three professional references** clearly providing evidence of competencies required for the job including salary expectations **via E-MAIL** to ruth.alfin@yahoo.com
- **Deadline for application is one (1) week from the date of this publication**
- The title of the position for example- M & E Officer Must be in the subject line of your email
- All applications must be addressed to:
**The Program Manager,
Plateau Comprehensive and Inclusive Eye Health Program,
CBM-BHUTH**
- Please note that only shortlisted candidates will be contacted.
- BHUTH is an equal opportunity employer offering employment without regard to tribe, colour, religion, gender, age, citizenship, or disability status whether physical, sensory or mental disability. BHUTH is fully committed to child and vulnerable adult safeguarding aimed at preventing children and vulnerable adults from all forms of abuse. People with disabilities are strongly encouraged to apply.