



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
INTERNAL & EXTERNAL ADVERTISEMENT**

Ref: IITA-HR-NRS2019-005	Positions: <ul style="list-style-type: none">• Monitoring & Evaluation Officer
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 31 st January 2019	Closing Date: 14 th February 2019

The International Institute of Tropical Agriculture seeks suitable applicants for the positions below at the Institute’s Headquarters in Ibadan:

Position: **Monitoring & Evaluation Officer**

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Develop performance matrices, data matrices and data tools for data management;
- Develop M&E plans for programs, project and units within IITA;
- Support monitoring and evaluation work as required at the Institutional, CRP & Project levels;
- Review objective hierarchy and logical framework matrices activities, processes, inputs, outputs, outcomes and impacts of projects under each Hub;
- Identify and design performance questionss, key indicators and targets for each project;
- Agree with stakeholders on how to record, report, and analyze progress against targets and design formats for reporting on progress;
- Undertake and facilitate M&E plan implementation, regularly revising and updating performance questions, indicators, method, formats and analytical processes;
- Conduct monitoring site visits,conduct/participate in evaluations (baseline, mid-term, end of project), internal and external impact assessment studies;

- Provide mentoring and coaching in performance assessment to M&E focal persons through on-site and online meetings;
- Guide unit/sections/directorate teams to use IITA's institutional level results-indicator Handbook to develop annual/strategic plans, track activity implementation, manage performance data and report to higher levels of supervisors' hierarchy;
- Conduct data quality assessments of data reported to the headquarters from programs, projects, units, sections, directorates and hubs as may be directed by the Head of M&E;
- Conduct/participate in M&E system development trainings for program/project partners towards developing national capacities in M&E;
- Perform any other duties as may be assigned by the supervisor.

QUALIFICATION: BSc in Statistics, Mathematics, Agriculture, Social Sciences or related fields with minimum of three (3) years' experience performing similar functions or related roles in a structured organization.

COMPETENCIES:

The ideal candidate must have:

- Ability to use basic packages such as Excel, PPT and other statistical packages such as SPSS.
- Have excellent written and oral communication skills.

REMUNERATION:

We offer highly competitive salary with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should complete the online application attaching detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/about/jobs/> no later than Two Weeks from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must include the applicant's current or previous direct Supervisor, professional colleague and evidence of current remuneration package.

IITA is an equal opportunity employer and particularly welcomes applications from female candidates.