



## **JOB OPENING ANNOUNCEMENT**

Ref:IITA-HR-NRS2019-0014	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Monitoring, Evaluation, Learning and Action (MELA) Officer</b></li></ul>
Location: <b>Ibadan</b>	Recruitment Type: National (1-year renewable contract)
Date Posted: 3 <sup>rd</sup> May 2019	Closing Date: 17 <sup>th</sup> May 2019

The International Institute of Tropical Agriculture on behalf of HarvestPlus seeks suitable Nigerian for the position below at its country office in Ibadan.

### **Position: Monitoring, Evaluation, Learning and Action (MELA) Officer**

**Contract:** 1-year renewable contract

**Location:** Ibadan

### **DUTIES**

Successful candidate will among other things perform the following duties:

- Contribute to setting the overall programme direction by prioritising and organising actions and resources to achieve set objectives, in close coordination with the Country Manager
- Contribute to the development of annual business plans, strategic work-plans for the country programme
- Provide support functions in monitoring adherence to contractual agreement, HarvestPlus policies and procedures and relevant external rules and regulations
- Provide support functions in ensuring programme activities align with donor and HarvestPlus standard policies and procedures
- Support the finance teams to ensure proper financial management, procurement, administration, human resources and logistics for programme activities
- Provide support functions in coordinating information sharing with contractual and collaborating partners, and other implementers
- Represent HarvestPlus when required at meetings - government, donors, national and international workshops and other relevant events

### **M&E System Design and Calibration**

- Design and implement a gender sensitive and results based MELA system and strategy
- Develop and regularly review country programme's Theory of Change (ToC) to ensure alignment with programme delivery strategy and changing realities
- Develop country specific MELA system instruments including MELA operational manual, MELA plan, monitoring survey protocol, data quality assessment guidelines, reporting templates, technical data collection tools
- Work with programme specialists and unit Heads to align M&E with programme objectives, develop monitoring tools and integrate M&E in work plans and across all programme components

- Develop guidance materials that clearly indicate staff responsible for specific M&E products, orienting programme staff to their M&E roles and responsibilities as necessary
- Coordinate the design, development and operationalisation of the country programme databases and mobile data collection applications

### **Programme Monitoring, Evaluation and Learning**

- Coordinate the implementation of M&E activities across programme life cycle and ensure minimum standards are adhered to
- Conduct baseline studies to establish baseline values for selected indicators
- Coordinate the design and implementation of outcome monitoring sample surveys
- Facilitate the execution of impact assessments and evaluations; oversee the scope of work, deliverables and overall quality of work of other external led operational research and studies
- Coordinate data collection activities across the various functions and implementing partners, analyse and share results within the country programme to increase learning and for global reporting
- Organize M&E technical meetings to ensure regular programme planning across consortium partners, review progress, and document lessons/address challenges encountered
- Undertake regular field visits to all project sites to support implementation of M&E and to identify where adaptations might be needed
- Document processes and achievements to ensure best practices are captured and disseminated; this will contribute to continual re-evaluation of programme activities and information, with resulting activity adjustments in keeping with new insights
- Adapt and implement global M&E data quality guidelines to ensure that data generated in-country meets the required data quality criteria
- Ensure programme data and analysis is used for learning by facilitating progress review and lesson learning reflection platforms with programme partners

### **Management Information Systems and Reporting**

- Advance the use of innovative ICT tools to simplify data collection and transmission to HARVESTAT and global programme database;
- Create a programme beneficiary tracking database, allowing for monitoring of stakeholders;
- Prepare consolidated progress and periodic reports to meet management and donor reporting requirements in accordance with approved reporting formats and timelines;
- Document achievements/impact of innovative programme components, produce written reports on activities, capturing the impacts of activities;
- Work with team members to generate practical information that can be used for ongoing analysis and decision-making while also capturing results at the impact level.

### **Capacity and Team Building**

- Strengthen staff and partners capacity in the use of data collection and office/work tools through comprehensive and continuous training and coaching;
- Provide on-going guidance to team members and partners in the implementation and review of their reports and statistics

- Adapt and implement global M&E capacity building strategy at country staff and implementing partner level
- Promote a work environment of mutual respect where team members strive to achieve excellence;
- Support the recruitment, orientation, professional development and ongoing training of staff to ensure the successful implementation of activities;
- Perform other duties as assigned by the Country Manager.

### **QUALIFICATION:**

Master's degree in agricultural economics, economics, statistics or social sciences with minimum of 4 years working experience in monitoring and evaluation.

### **COMPETENCIES:**

The ideal candidate must have:

- The ability to manage multiple priorities/tasks effectively;
- Good knowledge of monitoring and evaluation systems development
- The ability to work with little or no supervision under pressure in agricultural working environment;
- Good interpersonal and communication skills;
- Have strong computer 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.***