



## Job Vacancy

<b>Title:</b>	Monitoring & Evaluation Officer
<b>Sector:</b>	Education
<b>Location:</b>	Mogadishu and Galkayo South with travel to other field locations
<b>Duration:</b>	1 year; Renewable
<b>Closing Date:</b>	15/07/2014
<b>Start of Contract:</b>	1/08/2014

### BACKGROUND ON CISP SOMALIA EDUCATION PROGRAMS

Comitato Internazionale Per Lo Sviluppo Dei Popoli – CISP (International Committee for the Development of Peoples) is a development organization established in Rome in 1983, to engage against the impact of poverty and denied rights worldwide. In Somalia, CISP has put in place mechanisms to support local communities and authorities to provide quality pre-primary, primary, non formal and vocational education. In both remote rural areas and urban centers, CISP is working to promote equitable access to education, to reduce drop outs (for both boys and girls) and to improve learning outcomes for all.

CISP is implementing a three year education program in Somalia dedicated to improving equitable access to education and improving learning for all. The program's purpose is to enrol more girls and boys in school, inspire them to stay in school, and make sure they graduate school with the knowledge that enables them to break the cycle of poverty. The program is dedicated to improving quality of education and to ensuring sustainability. The program works with communities, parents, teachers, girls and boys alike to promote equitable access to education and to improve learning outcomes at schools and other training facilities.

#### Job Purpose

The Monitoring & Evaluation Officer will oversee implementation of the education project monitoring plan and will undertake routine data (quantitative and qualitative) collection and analysis on key project indicators using specifically design instruments for project monitoring.

#### Key Responsibilities

- Undertake routine data (quantitative and qualitative) collection on key project indicators using specifically design instruments for project monitoring
- To contribute to preparation of monitoring tools including pre and post training tests
- Ensure the timely and effective implementation of M&E tools in the field
- Prepare monthly data tables with gender and grade/age disaggregated data for each school and training centre
- Conduct monitoring visits and prepare qualitative reports for each school and training centre
- Entry and uploading all project data into the project database
- Filing of the all the project monitoring instrument used in the data collection process

- Prepare relevant monitoring data for the program quarterly reporting
- Participate in internal and external project data dissemination meetings
- Oversee the implementation and revision(s) of the Project Monitoring plan (through identifying trends from monitoring data that could impact the project outcomes, methods to updates it based on project changes and lessons learnt)
- Document key education activities including preparation of human interest stories and photographs
- Organise and conduct regular project review meetings and focus group discussions with community members
- Document best practice and lessons learnt from the implementation of the education activities by CISP and ensure that they are reported
- Ensure the privacy of personal information and confidentiality of data collected
- Perform other duties as instructed by his/her immediate supervisor

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*The position is 100% based in Somalia. Applicants should be legally able to work in Somalia.*

**REQUIRED QUALIFICATION AND COMPETENCIES:**

- Degree or relevant qualification in a related field
- Two years' experience of data collection, management and analysis in development and/or humanitarian sector with special emphasis on Education programs
- Experience in the implementation of project monitoring plan
- Strong experience in quantitative and qualitative data collection
- Great attention to detail and organization skills
- Strong computer skills especially Excel and databases
- Strong analytical, writing and communication skills
- Excellent oral communication skills in Somali
- Good spoken and written English
- Demonstrate passion and commitment

**HOW TO APPLY**

Send motivation letter outlining your skills and experience in M&E and updated CV (not exceeding 3 pages) with at least 3 references to the following email address:

[occonnor@cisp-nairobi.org](mailto:occonnor@cisp-nairobi.org). For more information about CISP Somalia, please visit [www.cisp-som.org](http://www.cisp-som.org).

***Women are encouraged to apply***

***Please note that only short-listed candidates will be contacted***

***CISP could consider your CV for other positions***

*CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.*