



THE NATIONAL HUMAN RIGHTS COMMISSION

National Secretariat, Kotu (Opposite DSTV), KSMD

Telephone: 4461711 / 4461713

VACANCY ANNOUNCEMENT

The **National Human Rights Commission (NHRC)** invites applications from suitably qualified persons for the position of **Monitoring and Evaluation Officer**. The post holder will be responsible for assisting the Commission to achieve efficiency in implementing its programmes and activities. He/she will be posted to the Directorate of Programmes and Resource Mobilization and report to the Head of Programmes.

Either late or incomplete applications will not be considered. Due to the high volume of applications expected, only shortlisted candidates will be contacted. *The National Human Rights Commission is an equal opportunity employer. Therefore, qualified females are encouraged to apply.*

DUTIES AND RESPONSIBILITIES

- Provide strategic and technical support in the overall coordination and management of the NHRC Strategic Plan, programmes, projects and activities.
- Develop, set up and implement appropriate monitoring and evaluating systems, tools, frameworks and procedures for the Strategic Plan and programmatic work of the Commission.
- Design and implement appropriate tools for surveys, data analysis and evaluating project results and strategies.
- Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities against identified objectives and indicators, and contributing to staff capacity building initiatives as necessary.
- Support the Directorates in defining and implementing the key performance indicators of projects and activities under the Strategic Plan as well as monitoring them throughout their stipulated durations.
- Support Directorates on ways to properly document, organize and capture programme (project and activities) progress.
- Support research and survey planning and coordination
- Support and participate in programme and project evaluations.
- Support in reviewing donor project proposals and reports to ensure high quality reports and proposals are submitted on time.

- Assist the Directorates in developing log frames, M&E work plans, and targets during the drafting of donor project proposals as well as throughout project implementation.
- Support the Directorates in the preparation of reports, including activity, quarterly, annual and project reports, to enhance quality of reporting.
- Prepare regular monitoring and evaluation reports and present to Management.
- Perform any other assigned duties that commensurate with the position.

DESIRED QUALIFICATION, EXPERIENCE & SKILLS

- Possess at least a bachelor's degree in Statistics, Development Studies, Social Sciences or a related discipline from a recognized institution;
- Possess at least four (4) years of relevant work experience in a similar role for a reputable organization;
- Experience in human rights-based approaches monitoring and evaluation techniques essential;
- Experience in use of monitoring and evaluation tools and methods required;
- Experience working for a reputable development organization is an added advantage;
- Good networking and collaboration skills;
- Consummate team player able to work under pressure and meet deadlines;
- Good report writing and oral communication skills;
- Excellent facilitation, presentation and organizational skills;
- Competent in Project Planning and Monitoring and Evaluation;
- Strong computer skills especially in Microsoft packages such as word, excel and PowerPoint;
- Fluency in at least two local languages spoken in the country;
- **Not have been involved or associated with any questionable activity or matter connected to the subject matter of the Commission's mandate;**

IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: 20th May 2022 by 12pm.

Remuneration: A competitive compensation and benefits package is offered subject to professional qualification and experience.

Send applications together with relevant supporting documents including two reference letters one of which should be from a form a current or immediate former employer/supervisor clearly marked "**Application for Monitoring and Evaluation Officer**" to:

The Executive Secretary or email to: advert@gm-nhrc.org

NB: Only applications either hand-delivered to the office or sent by email would be accepted.

