



## **INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT (IGAD)**

### **VACANCY ANNOUNCEMENT**

**Position Title:** Assistant Monitoring and Evaluation (M&E) Officer

**Number of positions:** 1

**Reference:** ICPALD-MEO

**Organizational Unit:** IGAD Center for Pastoral Areas and Livestock Development (ICPALD)

**Reporting line:** ICPALD Monitoring and Evaluation Expert

**Duty station:** Nairobi with frequent travel in the IGAD region

**Duration:** One year with possibility of extension based on satisfactory performance and availability of funds

**Deadline for Applications:** 27<sup>th</sup> September 2024

**Expected start Date:** 1<sup>st</sup> December 2024

#### **1. BACKGROUND AND CONTEXT OF THE PROJECT**

The IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) is a specialized institution of the Intergovernmental Authority on Development (IGAD). ICPALD's mission is to complement the effort of the IGAD member states to sustainably generate wealth and employment through livestock and complementary livelihood resources in arid and semi-arid areas of the region. The overall objective of ICPALD is to promote, facilitate and advocate for people-centered and gender-responsive sustainable development in Arid and Semi-Arid Lands (ASALs) and livestock in the IGAD region. As part of the efforts in aligning to IGAD's regional integration and all development initiatives with the development agenda of its Member States, African Union 2063, and the

Sustainable Development Goals (SDGs), evidently there is need for a well-coordinated M&E system to track progress of these developmental agendas.

## **2. JOB SUMMARY**

The Assistant Monitoring and Evaluation (M&E) Officer will support in the M&E functions of implementing the M&E strategy for ICPALD and engage with the various project teams to provide support on M&E activities. The position will ensure timely and professional preparation of workplans, monitoring and progress reporting as well as evaluation of performance of relevant ICPALD projects against the required project formats, as well as IGAD guidelines through close coordination and communication with ICPALD M&E unit. The M&E performance will be based on project logframe, theory of change (ToC), through a robust M&E plan build upon existing IGAD M&E mechanisms and systems.

## **3. SPECIFIC TASKS AND RESPONSIBILITIES**

Under the overall guidance of ICPALD Monitoring and Evaluation Expert the Assistant Monitoring and Evaluation (M&E) Officer will undertake the following tasks:

- Support in preparing and reviewing project M&E framework (including setting and tracking baseline, targets and indicators), in consultation with project coordinator (s) in line with the IGAD M&E guidelines and partner M&E requirements
- Assist in M&E data collection, reporting, review of performance and seek opportunities of improving project(s) implementation and outcomes
- Assist to create the relevant M&E tools necessary for effective project management, including M&E plans, Theory of Change for respective project
- Support in organizing planned project implementation monitoring reviews to capture on progress made towards the expected results
- Document on lessons learnt and good practices for dissemination targeting both internal and external stakeholders on implantation of interventions
- Assist the Project Coordinator(s) to produce regular periodic progress and impact reports
- Support the review and analysis of reports submitted from various ICPALD subcomponents and consolidate the reports to meet the IGAD Corporate Accountability Framework (ICAF) requirements

- Support the IGAD planning, budgeting, and monitoring systems (PBMS) reporting
- In consultation with the Project Coordinator(s), assist in organizing and facilitating the annual review workshops, supervision missions and other M&E technical backstopping missions
- Undertaking any other duties as assigned by the M&E and KM coordinator/managers with collaboration of project coordinators
- Any other task assigned by ICPALD Director

#### **4. ACADEMIC QUALIFICATION, PROFESSIONAL EXPERIENCES AND CORE COMPETENCIES REQUIRED**

##### **4.1. Academic Qualification**

- At least bachelor's degree in social science, project management, development studies is required. In addition, Certification in M&E training(s) from a recognised institution is desirable

##### **4.2. Professional Work Experience**

- A minimum of 5 years of professional work experience with minimum of three 3 years of experience in a similar position
- Demonstrate excellent skills in program/project planning, designing and implementing, monitoring and evaluation strategies, methodologies, tools and systems at a country or regional level under different donors.
- Knowledge and skills in proposal preparations, drafting of concept notes and review of policy/strategy documents on resilience and livestock sector programming
- Experience of working in a team, and collaborate diverse institutions including government entities and international agencies

##### **4.3. Skills and competencies**

- Possess the skills and capacity to review, edit, and format M&E workplans and reports
- Able to work independently with minimum supervision
- Ability to work in a fast-paced, deadline-oriented environment
- Ability to communicate effectively both verbally and written with excellent proficiency in English language
- Creative thinking and analytical skills
- Experience working in the IGAD region is highly desirable

#### **4.4. Desired skills**

- Competency in using MS Office Applications, particularly MS Excel, Ms Word and MS PowerPoint
- Advanced use of data visualization, statistical and analysis software (in any of the following: SPSS, QSR NVivo, STATA, R, SAS, Epi Info, EpiData)
- Knowledge in program management and M&E platforms (i.e., TolaData, CommCare, KoBo Toolbox, GIS software)

#### **4.5. Language requirements**

Fluency in English is required. Knowledge of French language is an added advantage

### **5. REMUNERATION**

Negotiable with IGAD salary scale and policy and based on applicant's qualification and experience

### **6. HOW TO APPLY**

Qualified applicants from IGAD Member States are eligible to apply.

Interested candidates should send their applications in PDF accompanied by **cover letter, Curriculum Vitae, academic credentials, copy of passports/ ID cards biometric page and three reference persons including the last employer.**

Applications should be sent by E-mail to the following addresses:  
**recruitment@igad.int** with subject line "**ICPALD-MEO**"

Closing date for application will be on **27<sup>th</sup> September 2024**. Due to the large number of applications we expect to receive; only successful candidates who meet the required experience & qualifications for this position will be contacted. Contact: + 25321354050

**IGAD is an equal opportunity employer. Female candidates are highly encouraged to apply.**