

**Job Title:** M&E Officer (1) – SLARI HQ

**Position Description:** The M&E Officer will work closely with Program/Project teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the Deputy Director-General/Research Coordinator. The M&E will be required to focus on supporting projects within a program as assigned by the Research Coordinator.

**Reporting to:** The Monitoring and Evaluation Officer is accountable to the Deputy Director-General/Research Coordinator.

**Duty Station:** SLARI Headquarters, traveling to other Research Centres will be required.

**Duration:** Permanent

**Closing Date:** 16<sup>th</sup> December, 2022

**Duties and Responsibilities:**

**The main duties of the Logistics/Liaison Officer are:**

- ✓ Substantively contribute to the institutional capacity building for planning, monitoring and evaluation, and develop relevant tools for monitoring and reporting activities of projects
- ✓ Support all M&E initiatives for assigned program(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.
- ✓ Support Deputy Director-General/Research Coordinator, Project Development and Management Officer in creating a framework and procedures for the monitoring and evaluation of project activities.
- ✓ Support the Deputy Director-General/Research Coordinator, Project Development and Management Officer (PDMO) and Project Teams in defining and implementing the

key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.

- ✓ Assist Program/Project Team and PDMO in clarifying project information needs.
- ✓ Support project/program staff on ways to properly document, organize and capture program progress.
- ✓ Provide technical support on M&E to project activities and Implementing partners especially towards the development, the implementation and progress tracking of the Project Document and the Annual workplans (AWPs);
- ✓ Draft tools and their revisions as well as data collection procedures under the supervision of the Deputy Director-General/Research Coordinator, Project Development and Management Officer (PDMO) (eg. logical framework/result framework, project performance tracking, indicators, data flow chart, M&E manuals)
- ✓ Substantively contribute to the development, harmonization and introduction of Project Planning and M&E tools, modules, working papers and guidance notes for the effective implementation of inbuilt sectoral M&E systems.
- ✓ Support the Deputy Director-General/Research Coordinator in reviewing the performance of existing management information systems to help identify potential modifications or resources.
- ✓ Keep abreast of developments in grant/program/project changes and progress in order to advise and recommend tools and strategies to increase program/project performances and results.
- ✓ Suggest ways to facilitate data collection and the flow of data within Program/Project field teams.
- ✓ Undertake field-monitoring missions to assess progress of the project implementation using standard monitoring and evaluation tools and methodologies.
- ✓ Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- ✓ Perform regular field visits to ensure the quality of data collected by Programs/Project and to verify the accuracy of reported data.
- ✓ Analyze changes and patterns in KPI indicator data and performance reports in order to support Program/Project staff.
- ✓ Ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.
- ✓ Support and participate in program and project evaluations

- ✓ Review donor reports to ensure high quality reports are submitted on time for this grant/program.
- ✓ Assist in Project Development/Management in establishing log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout project implementation.
- ✓ Review and analyze weekly reports with the Deputy Director-General/Research Coordinator, Project Development and Manager Officer (PDMO) to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
- ✓ Participate in annual program/project reviews and planning workshops and assist the Deputy Director-General and Research Coordinator and PDMO in preparing relevant reports;
- ✓ Assist the PDMO in preparing other relevant reports;
- ✓ Provide appropriate and facilitative administrative follow-up actions to ensure effective application of monitoring and reporting tools
- ✓ Issues to staff the Annual Staff Appraisal Forms and assist in the annual staff appraisal process.
- ✓ Performs any other M&E duties that may be assigned to him/her.

#### **Measurable Outputs and Performance Indicators:**

The Monitoring and Evaluation Officer will ensure a results-based system is in place to tap key results that contribute towards the project Outputs and Outcomes.

#### **Competencies:**

- Team work;
- Demonstrates integrity by modeling SLARI's values and ethical standards;
- Promotes the vision, mission, and strategic goals of SLARI;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Plans, prioritizes, and delivers tasks on time;
- Participates effectively in a team-based, information-sharing environment, collaboration and cooperating with others;
- Responds flexibly & positively to change through active involvement;
- Strong coordination, negotiation, networking, lobbying and advocacy skills;
- Computer literacy.

#### **People skills:**

- Recognizes & responds appropriately to the ideas, interests & concerns of others, and give duly credit to other people's ideas and suggestions;

- Ability to work with people from different backgrounds and cultural customs;
- High moral integrity, as well as diplomacy, impartiality and discretion with proven ability to work and act with discretion in a politically sensitive and challenging environment.

#### Results-orientation:

- Plans and produces quality results to meet established goals;
- Generates innovative, practical solutions to challenging situations;
- Partnering and networking;
- Seeks and applies knowledge, information, and best practices from within and outside SLARI.

#### Communication:

- Demonstrates effective written and oral communication skills.

### Required Skills and Experience

#### Education:

- The incumbent should have university degree in Environment, Statistics, Economics or other relevant academic disciplines from a recognized university. Master degree will be given preference.

#### Experience:

At least 5 years of proven experience with (a) The logical framework and other strategic planning approaches (b) M&E methods and approaches (including quantitative, qualitative and participatory (c) Planning, design, and implementation of M&E systems (d) Training in M&E development and implementation and/or facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders (e) Data and information analysis (f). Report writing

- A solid understanding of adaptation to climate change and environmental management, with a focus on participatory processes, joint management, and gender issues;
- Familiarity with, and a supportive attitude towards, processes to strengthen local organizations and build local capacities for self-management;
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
- Leadership qualities, personnel and team management (including mediation and conflict resolution);
- Experience in data processing and with computers;
- Excellent verbal and written Skills;
- Having willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
- Computer proficiency in MS Office (Word, Excel and PowerPoint) and other common software is a prerequisite;

#### Language Requirements

Excellent command of English, Demonstrated writing skills and ability to produce high quality reports in English.

### **Application Procedure:**

Sierra Leone Agricultural Research Institute (SLARI) will consider applications from any suitably qualified Sierra Leonean and experienced applicant. **All application letters including CVs and other relevant documents should be enveloped and addressed to the Administrative Officer, Sierra Leone Agricultural Research Institute Headquarters, Tower Hill, Freetown before the close of office on Friday, 16<sup>th</sup> December 2022.** Enclosing: – a cover letter explaining why you think you would be suitable for the post, including examples of how you have demonstrated the required competencies; – a copy of your CV; – the names and contact details of three referees (whom we can contact with your consent in case of your being selected), who have good knowledge of your work and character.

Please note that only shortlisted candidates will be contacted.