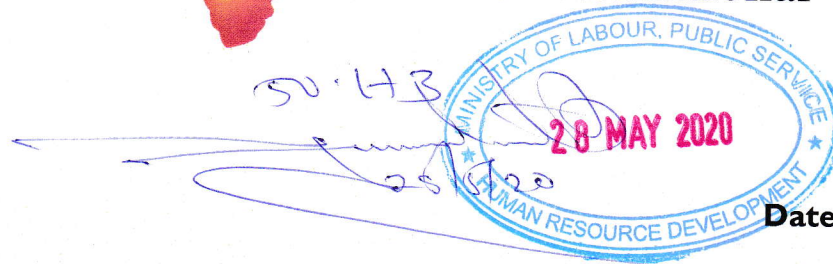




Windle Trust International



Date: May 28th, 2020

Job Title: M&E Assistant

Location: Guit Unity State

Reports to M&E Officer

Key Roles and Responsibilities

- Assist in routine data collection and entry for various interventions on Multiyear Resilience Programme (MYRP) implemented activities in the field and ensure that complete, accurate, clean and consistent data is shared with the M & E Officer for data analysis and action planning.
- Ensure proper filing of M&E documents including questionnaires, monitoring reports, datasets among others.
- Participate in regular data verification and audit exercises to assess the quality of data reported and address any anomalies identified.
- Submit to the M&E Officer weekly and monthly updates on M& E activities conducted in the field.
- With support from the M&E Officer, participate in capacity building and mentorship activities for field staff in data collection and cleaning.
- Keep the M&E database up to date and help program staff prepare periodic high-quality reports.
Assist program staff during survey planning and implementation especially preparing logistics needed, participating in data collection and cleaning.
- Perform any other M&E tasks assigned by the M&E Officer or his/her supervisor.

Job requirements

- Diploma or Bachelor's in Education or another relevant field.
- 1 year or considerable experience in qualitative and quantitative data collection methods. Computer skills in MS Windows, Excel, Word.
- Competences in using computer packages including Word and Excel
- Good interpersonal and problem-solving skills.
- Ability to communicate clearly, concisely and effectively.
- Ability to work under pressure/cope with tight deadlines.
- Foster good relationships and team spirit with program and operations staff in the field.

If you meet the criteria, you should submit your motivational letter and CV to jobs@windle.org.uk not later than 16th June 2020. Hand delivered applications won't be accepted due to prevalence of COVID-19

Windle Trust International is an equal opportunity employer; qualified women are encouraged to apply.

