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**External Publication of Job Posting**

**50361277**

**Job Posting Title**

SENIOR PLANNING, MONITORING EVALUATION OFFICER

**Start Date**

24.01.2018

**End Date**

26.02.2018

**Reference Code**

ACHPR 003

**Job Title**

SENIOR PLANNING, MONITORING EVALUATION OFFICER

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African states as well as developing a new partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term position of Senior Planning, Monitoring Evaluation Officer at the African Commission on Human and Peoples' Rights (ACHPR).

**Department**

POST:

Job title: Senior Planning, Monitoring Evaluation Officer

Grade: P3

Department: ACHPR

Supervisor: Secretary to the Commission

Duty Station: Banjul, the Gambia

Number of Position: 1

**Project**

JOB PURPOSE:

To provide technical advice and research support for projects implemented by ACHPR and ensure monitoring, evaluation, learning and knowledge management systems are developed and implemented.

ACHPR is growing as an organ, expanding its donor base and range of activities. ACHPR is ambitious about program quality and needs this role to support the team to deliver on the following 3 key pillars:

- a) Technical advice and support for projects implemented by ACHPR
- b) Accountability and Transparency to all stakeholders, particularly Donor and African Union Member States
- c) Learning and knowledge management through researches and dissemination for global application.

### **Tasks**

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **Planning, Designing, Coordination and Management:**

- Develop and implement a robust MEAL System for ACHPR, ensuring that it is institutionalized within the existing ACHPR management framework. This includes establishing policy, procedure, theories of change and tools for data collection and use consistent with M&E resources, logframe to demonstrate results and impact and build ACPHR staff capacity to understand and use the M&E system;
- Work with ACHPR staff to collect activity-specific quantitative and qualitative data, maintain quality assurance of data collected, coordinate overall ACHPR quantitative and qualitative data collection;
- Lead the compilation, validation and analysis of data collected from Intervention and activities of ACPHR & AU member states, consolidate into reports and disseminate for knowledge management;
- Establish and promote quality programming and innovation, which will be achieved through developing and improving monitoring, evaluation, impact assessment and learning methodologies;
- Ensure that all activities in the ACHPR are continually monitored and that lessons are documented and communicated to inform on-going implementation and future programming;
- Guide the ACHPR Team in designing and implementing activities that are outcome and impact-focused and enhance accountability to stakeholders in line with International donors' policies and practices;
- Provide strategic support to the ACHPR for improved project management and implementation informed by Project Design documents, Annual work plan and M&E Result frameworks;
- Develop and update monitoring tools to track ACHPR and other project activities, develop and update M&E Plan consistent with the annual M&E framework, Logframe, in consultation with ACHPR staff;
- Update the progress and provide timely analysis to develop and update ACHPR overall strategic plan and framework, outcome and impact chain and intervention logics;
- Support ACHPR management team and staff in developing and implementing organization annual work plans, overall monitoring framework including capturing of learnings and achievements;
- Lead and coordinate ACHPR staff in preparing indicator protocol sheets (indicator description/profile) of project indicators mentioned in project documents;
- Lead the development of comprehensive baseline statistics for key project variables, coordinate setting of target and collect periodic data and information against the baseline to assess and report on the overall progress of these variable;
- Take lead in developing monitoring and evaluation tools and process and coordinate with Monitoring and Evaluation Unit of donors to obtain guidance and updates on policies and guidelines on M&E;

#### Knowledge Management, Accountability, Research and Learning:

- Ensuring proper dissemination of information and knowledge management among relevant stakeholders through intranet and e-learning opportunities;
- Lead and strengthen MEAL Communities of Practice, discussion fora, learning events for cross team learning and sharing to improve quality of programming in Human and Peoples' Rights;
- Ensure learnings from reports, researches, studies, assessments, evaluations, program reviews is disseminated and incorporated in management, planning, decision and development of future project;
- Facilitate cross-organizational sharing of good practices between organisations, agencies, institutions local and international engaged in Human and Peoples' Rights works and interventions;
- Maintain an up-to-date knowledge of both current, and newly emerging monitoring, evaluation and accountability methods related or specific to Human and Peoples' Rights;
- Support the development of Human and Peoples' Rights accountability feedback mechanisms and the analysis and documentation of feedback received from country programs for learning purposes;
- Lead organization and delivery of learning and reflection workshops and other programmatic learning processes and products (e.g. learning papers, evaluation summaries, discussions on online Communities of Practice);
- Enable ACHPR to develop its capacity to conduct and deliver high quality researches on Human and Peoples' Rights issues;
- Conceptualize and manage research/studies on Human and Peoples' Rights to support the development of strategic and innovative programs;
- Foster strategic links with academics/academic institutions for the purposes of undertaking research to improve knowledge management in ACHPR;

#### Program Performance, Results & Quality Assurance:

- Develop and implement an effective M & E mechanism for Results-based Management;
- Establish internal control system and Standard Operating Procedures that will transit ACHPR towards Results-based Management;
- Ensure quality control of results (from formulation, implementation and closure) that deliver results, build capacity of ACHPR to develop evidence-based programs informed by Theory of Change;
- Develop appropriate formats and monitoring tools for collecting data on all ACHPR activities coming from different data sources on Human and Peoples' Rights;
- Working in consultation and coordination with relevant ACHPR staff take lead role in developing effective database on ACHPR activities and Human and Peoples' Rights Issues;
- Facilitate review of progress on monthly and quarterly basis to ensure annual targets are achieved and participate in development of remedial actions and ensure disparities between planned and actual outputs are addressed;

#### Program Review, Monitor, Evaluation, Reporting, Communication:

- Design and conduct a system for field visits, and data verifications in order to ensure that the quality of information that ACHPR and partners report is accurate, timely and relevant;
- Facilitate regular monitoring visits ACHPR activity area, closely working with regional HR monitoring NGOs and CSOs to conduct qualitative and quantitative assessment of the implementation status;
- Take lead in liaising with development partners in consultation and coordination with ACHPR team in resolving issues related to delivery of sustainable results;
- Take lead role to organize and facilitate ACHPR monthly performance review meetings to review

monthly activity implementation and lead evaluation activities of ACHPR;

- Work closely with the media and communication officer/department of ACHPR to disseminate information on activities and results to increase public awareness of the mandate, functions of the ACHPR;
- Establish documentation and reporting culture within ACHPR, collect, compile, analyze data and information produced by ACHPR staff and other partners, consolidate and produce monthly, quarterly and annual reports for ACHPR take lead role in submission of quality, accurate and timely of reports to donors and partners;

Capacity Development of ACHPR:

- Identify M&E capacity gap, challenges and needs of ACHPR and individual staff and develop capacity development plan to enhance their capacity in planning, monitoring and evaluation;
- Through training and mentorship build individual and institutional capacity of ACHPR in planning research, monitoring and evaluation for delivery of results, accountability and reporting;
- Provide continuous coaching and technical support to ACHPR staff on program reviews, monitoring, evaluation to strengthen institutional capacity and M&E system for delivery of sustainable results.

### **Requirements**

#### **1. EDUCATIONAL QUALIFICATIONS AND WORK EXPERIENCED REQUIRED:**

- University Master's Degree in Statistics, Economics, Social Works, Development Studies or related fields of study, from a recognized Institution, with 7 years of experience in Managing, Developing and Executing MEL strategies & systems in an international or continental environment and three (3) years of experience at a supervisory level in MEL.

A Ph.D. in relevant field is an added advantage.

OR

- University Bachelor Degree in Statistics, Economics, Social Works, Development Studies or related fields of study, from a recognized Institution, with 10 years of experience in Managing, Developing and Executing MEL strategies & systems in an international or continental environment and five (5) years of experience at a supervisory level in MEL.

#### **2. REQUIRED SKILLS & COMPETENCIES:**

Experience, Knowledge and Understanding:

- Proven experience setting up M&E system specifically for Human and Peoples Right intervention;
- Proven experience training and building capacity of AU Institutions;
- Excellent experience in designing and implementing innovative MEL system;
- Good experience working with staff from multi-cultural background, partners and stakeholders;
- Proficient in latest versions of Microsoft Office Suite;
- Strong understanding of MEL frameworks, policies, procedures, and best practices
- Knowledge and cross-cultural approaches (conflict-sensitive programming, gender-sensitivity)

Functional Skills and competencies:

- Exceptional presentation and writing skills;
- Dynamic, creative, organized and detailed-oriented;
- Strong interpersonal skills and the ability to be a team player;
- Exceptional analytical skills;

#### Personal Abilities:

- Enthusiasm and willingness to learn;
- Ability to take initiative and deliver under minimum supervision;
- Sensitive to participatory and learning-oriented approaches;

#### 3. LANGUAGE REQUIREMENT:

Working proficiency in one of the African Union working languages is a requirement. Proficiency in one or several of the African Union's other working languages would be an added advantage.

#### 4. TENURE OF APPOINTMENT:

The appointment will be made on a short term contract for a period of two (2) years of which the first six (6) months will be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to funding availability, satisfactory performance, and agreed deliverables.

#### 5. EQUAL OPPORTUNITIES:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

#### 6. REMUNERATION:

The salary attached to the position is a fixed annual lump sum of US\$ 88,831.78 (P3 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 76,034.21 inclusive of all allowances for locally recruited staff.

#### HOW TO APPLY:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 26 February 2018.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

#### **Contract Type**

Fixed Term Contract

***Employment Fraction***

Full-time

***Branch***

ACHPR, Banjul