



EMPLOYMENT OPPORTUNITY

MONITORING, EVALUATION AND LEARNING (ME&L) OFFICER Program Development & Mobilization Unit

Position Description

ABOUT CEDO:

Established in 1992, CEDO-Uganda is an indigenous child focused advocacy organization; promoting the rights of children to a healthy, secure and value adding child-hood. CEDO Uganda's vocation is to support vulnerable populations affected by poverty, poor health and social insecurity in East Africa, and to accompany them in building a better future. Our interventions seek to cover multiple aspects of development and human rights crises through a multidisciplinary approach which is adapted to each context. CEDO realizes its mission through a set of programs: (1) Education, (2) Human Rights & Social Security, (3) Livelihoods Security and, (4) Health. CEDO employs the rights based approach, integrating climate justice and gender in programming.

Job Summary: CEDO Uganda is seeking to hire a competent ME&L Officer, a member of the Program Development and Mobilization Unit (PDM). The successful candidate will provide technical assistance in: general program monitoring and evaluation; developing indicators for monitoring program performance; developing and maintaining CEDO's Performance Management Plan and project-level monitoring and evaluation plans; supporting project design; producing annual reports on CEDO's performance; and supporting CEDO to learn from and make decisions based on monitoring and evaluation data.

MAJOR DUTIES AND RESPONSIBILITIES

Lead in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations and assisting the Organization management in using the performance information for decision-making and resource allocation.

1. Advise Program Teams and Senior Management in designing and planning for evaluations, special studies and assessments.
2. Coordinate the creation and review of the Program, Design and Learning budget to provide adequate financial resources for evaluations, special studies and assessments.
3. Provide input into the design, implementation and dissemination of evaluations, special studies and assessments.
4. Coordinate the creation of the Performance Monitoring Plan including assessing the validity of the information and indicators that contribute to that plan.
5. Assist the Program Teams to select data collection methods for adequate monitoring and

evaluation of the program as a whole (these methods may include field visits, quarterly reports, specialized surveys and other sources of information like Government statistics. Assist the Program Teams in reviewing these methods and making improvements to their monitoring and evaluation.

6. Coordinate the regular review of progress towards achieving Program Objectives by Senior Management through program reviews, portfolio reviews or other processes.
7. Encourage the use of performance information in resource allocation decisions by the Team Leaders and Senior Management through leading discussions, preparing analysis or other measures.
8. Seek ways to streamline the process and increase efficiency in gathering and using performance information.
9. Coordinate the process for updating policy and procedure documents in the areas of monitoring and evaluation. Seek ways to increase transparency of CEDO's system of reviewing results and use of performance information.
10. Contribute to the planning of new activities that support the desired results; this includes providing input into assessments, Project proposal documents, and Scopes of Work for new activities.
11. Assist in monitoring and evaluation of the implementation of activities; this may involve reviewing work plans, quarterly reports, participating in field visits, initiating regular portfolio reviews and contributing to program evaluations.
12. Work as a Point of Contact for Evaluation in CEDO and provide guidance to technical teams on issues related to monitoring and evaluation.
13. Manage evaluation contracts and agreements.
14. Carry out other duties as may be assigned by the supervisor

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Post Graduate training in a relevant discipline.
- b. **Prior Work Experience:** Minimum of three years of progressively responsible professional experience in a performance monitoring and/or evaluation role
- c. **Job Knowledge:** Demonstrated ability in data analysis, project design, monitoring, and evaluation of development activities. Experience developing results frameworks, logical frameworks, or similar tools for project design are required. Experience developing and/or using performance management plans or similar tools are required. Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors. Experience using knowledge management database is highly desired. Experience grants or/ and contracts management is also highly desired.
- d. **Skills and Abilities:**
 - Excellent analytical skills and ability to summarize information in a clear and concise manner

- Excellent research and data collection methodology skills
- Ability to create organizational work plans based on higher-level goals
- Ability to lead and coordinate multiple offices through multiple step processes without being a direct supervisor (although appropriate authority will be given)
- Skills in supporting staff with a variety of levels of knowledge and capabilities
- Strong organizational skills in order to balance competing priorities
- Ability to work independently to efficiently meet deadlines
- Ability to apply institutional regulations and procedures to daily work requirements

HOW TO APPLY:

The Successful applicant will be required to start on 3rd February, 2025. Therefore, all suitably qualified candidates should send their applications including a cover letter, curriculum vitae, and copies of academic documents to:

Director of Operations

CEDO Uganda

18Km Bombo Road, Kigoogwa –Kiryamuli.

P.O. Box 16829, Kampala Uganda

Email: hr.cedouganda@gmail.com clearly indicating the position applied for in the subject line of the e-mail. not later than Monday 14th January 2025, by 5:00pm. Please provide a reliable 24-hour phone contact. Only short-listed candidates will be contacted for interviews.

CEDO is an equal opportunity employer. Female Candidates are encouraged to apply.