

Monitoring & Evaluation Officer

Job Details

Opening date: Jan 06, 2021

Closin date: Jan 11, 2021

Work type: Full time

Contract type: Short-term

About AIMA:

The Afghanistan Islamic Medical Association (AIMA) is a non-government and non-profit registered organization established in 2008. AIMA provides medical services, health education and research opportunities for health professionals, medical students, communities, and people in need across different provinces of Afghanistan.

Job Summary:

The Monitoring and Evaluation Officer under direct supervision of the Project Coordinator will be responsible for providing support in monitoring and evaluating the ongoing project in different provinces of Afghanistan .The M&E Officer will be responsible for overall M&E and learning needs of the project and will come up with findings based on real data to show performance of the project.

Duties & Responsibilities:

- Carry out regular data collection of the project and ensure quality of the data by random verification, validation, triangulation and cross checking.
- Record, manage and preserve monitoring data of the project in a safe and accessible way.
- Analyze and discuss findings with Project Coordinator and other relevant staff members as a continuous process.
- Provide technical support on monitoring and evidence-based recommendations to the project leadership and partners.
- Support project staff in developing weekly, monthly other reports as and when required.
- Ensure that implementation of field activities adheres to the project proposal.
- Preparing outgoing monitoring reports of the project and process the field supervisors and surveyors' administrative issues timely.
- Conduct rapid assessment, field visit, verification and collecting required information from all field staff.
- Improve capacity of project field staff in quantitative and qualitative data collection through delivering trainings and on the job support.
- Perform other relevant tasks as assigned by the Project Coordinator.

Job Requirement:

- Bachelor's Degree in social sciences, or any other relevant field.
- Three years of relevant work experience.
- Adequate knowledge of M&E.
- Good commend over report writing in English.
- Excellent computer knowledge with commend on MS Excel among the other package of MS Office.
- Ability to travel to the provinces, districts and villages.
- Knowledge of English, Dari, and Pashto Languages.

Submission Guideline:

Interested qualified candidates should send their CV to faizanullah2013@gmail.com.

Job Location:

Kabul, Afghanistan