



UGANDA
KEY POPULATIONS
CONSORTIUM

Job Title: Monitoring and Evaluation Officer

About UKPC

Uganda Key Populations Consortium (UKPC) is a leading non-profit organisation dedicated to improving the health and well-being of Key Populations in Uganda. Our work is centred around innovative programs and advocacy that address the unique challenges faced by Key Populations.

Job Summary

As the Monitoring and Evaluation Officer at UKPC, you will be the cornerstone of our project evaluation framework, ensuring that all programs under your oversight are accurately assessed and aligned with our strategic goals. Your primary responsibilities will involve the end-to-end management of the monitoring and evaluation system. This includes crafting robust M&E frameworks that align with both local and international standards, systematically collecting data, and performing sophisticated analyses to extract actionable insights. Your expert analyses will not only guide strategic decision-making but also substantiate the impactful results of our projects to stakeholders and donors. Through your efforts, UKPC will continue to refine its programs, demonstrating accountability and effectiveness in meeting the needs of the communities we serve.

Key Responsibilities

1. M&E System Development and Implementation

- Develop and implement comprehensive monitoring and evaluation plans in close collaboration with project management, programs and technical teams.
- Ensure these plans are robust, tailored to project/program needs, and aligned with UKPC's strategic objectives.

2. Framework Design

- Design M&E frameworks and indicators, and develop data collection tools that accurately track project/program progress and outcomes.

- Ensure these tools are effective in capturing the data necessary to evaluate impact and inform continuous improvement.

3. Assessment and Monitoring

- Conduct thorough baseline assessments and regular monitoring activities to measure project performance against established targets and objectives.
- Utilise these insights to adjust strategies and enhance project effectiveness.

4. Data Management and Analysis

- Collect, manage, and analyse both qualitative and quantitative data using appropriate methodologies and advanced analytical techniques.
- Transform data into clear, actionable insights that drive decision-making.

5. Capacity Building

- Provide technical support and build the capacity of project staff and partners in M&E concepts, tools, and processes.
- Ensure all relevant team members are equipped to contribute effectively to the M&E efforts.

6. Data Quality Assurance

- Perform regular data quality assessments to ensure the accuracy and reliability of M&E data.
- Implement corrective measures to address any data integrity issues.

7. Reporting

- Produce timely and accurate M&E reports, including progress reports, quarterly and annual reports, and ad-hoc analyses as required.
- Ensure these reports meet internal standards and donor expectations for precision and detail.

8. Integration of Findings

- Work closely with project/program teams to integrate M&E findings into overall project planning, implementation, and decision-making processes.
- Ensure that insights from M&E activities are effectively used to optimise project outcomes.

9. Stakeholder Engagement

- Liaise with external stakeholders, including donors, government agencies, and other implementing partners, to communicate M&E findings.
- Foster an environment of transparency and accountability, while promoting learning and adaptation based on evaluation results.

10. Knowledge Management

- Actively contribute to project learning initiatives and knowledge management activities.
- Capture and disseminate best practices and lessons learned, enhancing the overall impact and efficiency of UKPC's projects.

Qualifications

- A Bachelor's or Master's degree in International Development, Social Sciences, Statistics, Economics, or a related field..
- At least 5 years of relevant experience in monitoring and evaluation, with a strong preference for experience in USAID-funded projects or similar international development programs.
- Possesses a strong understanding of M&E principles, methodologies, and best practices.
- Exhibits excellent analytical and problem-solving skills, with a keen attention to detail and a commitment to accuracy in data collection and analysis.
- Outstanding written and verbal communication skills in English are mandatory.
- Ability to work effectively in a multicultural team environment and build positive, productive relationships with diverse stakeholders.
- Strong organisational skills with the capability to manage multiple tasks and meet strict deadlines effectively.
- Experience in conducting training and capacity building activities focused on M&E topics is highly desirable.

Why join UKPC?

Impactful Work: Be part of an organisation that is making a tangible difference in the lives of Key Populations in Uganda, driving social change and improving health outcomes.

Dynamic Team: Work with a passionate and dynamic team of professionals dedicated to fostering an inclusive, supportive, and innovative work environment.

Professional Growth: UKPC is committed to the professional development of its staff, offering opportunities for growth, learning, and leadership.

Competitive Compensation and Benefits: We offer a competitive salary package, comprehensive health benefits, and flexible work arrangements to support work-life balance.

Our Commitment to Diversity and Inclusion

UKPC is an equal opportunity employer that values diversity at all levels of our organisation. We strive to create a workplace where everyone feels valued, respected, and included and where our employees can thrive and contribute to our mission. We encourage applications from individuals of all backgrounds, especially those from Key Populations communities.

The deadline for receiving applications is Wednesday, May 8th, 2024 at 5 pm EAT. All applicants are required to send their resume/CV and cover letter to opportunities@ugandakpc.org. The email subject line should be formatted as follows: [Applicant Name] - [Job Title as per the TORs]. Please note that any applications not adhering to these instructions will not be considered.