
JOB OPPORTUNITIES

Lutheran World Federation Uganda (LWF) is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF Uganda works to reduce people's vulnerability, supporting them to realize their potential, to build on their assets, and to respond to their own problems and needs. LWF Uganda is currently operating in Pader, Kitgum, Lamwo, Adjumani, Moyo, Luuka, Kamwenge, Hoima and Kampala Districts:

LWF Uganda is looking for mature, qualified and experienced persons for the following positions:

Job Title: Monitoring and Evaluation (M&E) Officer

Duty Station: Lamwo

Reports To: Sub Program Manager

Job Purpose: The Monitoring and Evaluation Officer will be responsible for monitoring progress and evaluate the effectiveness of LWF's project activities. He/she will assist the Project Staff in planning, coordinating, supervising, monitoring and evaluating project activities in accordance with the project document.

Duties and Responsibilities:

1. Support the overall framework for M&E in accordance to the LWF PPEAR
2. Regularly update the Web based PPEAR online system with data
3. Guide and coordinate the review of the project log frames during project design.
4. Provide technical support for the revision of project performance indicators
5. Ensure that realistic intermediate and end-of-project targets are defined
6. Support assessments like baseline studies, end of project evaluations among others
7. Identify sources of data, the collection methods, determine frequency of data collection and assign data collectors and lead the process of analyzing the data.
8. Ensure all critical risks that are likely to occur to the project are identified
9. Identify the core information needs of the different stakeholders in each project.
10. Oversee and execute M&E activities included in the Projects Annual Work Plans, with particular focus on results, impacts, best practices, lessons learned, emerging issues and setbacks in implementation.
11. Based on the annual work plans and in particular the programme budgets, design the framework for monitoring of project activities
12. Coordinate the preparation of all project reports and ensure their timely submission
13. Monitor the follow up of evaluation recommendations.
14. Design and implement a system to identify, analyze, document and disseminate lessons learned.

Education, Knowledge & Experience

1. University degree preferably in Development Studies, Social Sciences, International Relations or other relevant discipline.
 2. Degree or Post Graduate Diploma in Project Management & Evaluation, bio-statistical analysis, data management, or relevant fields;
 3. At least 3 years of prior experience with performance monitoring and evaluations for international development or humanitarian programs;
 4. Demonstrable knowledge of drafting M&E systems; developing M&E tools and procedures as well as data collection and analysis
 5. Working knowledge of word processing spreadsheets, data entry and analysis packages and databases (Microsoft packages, SPSS etc)
 6. Excellent interpersonal, written and verbal communication skills (in English)
 7. Goal oriented with ability to work under pressure and manage competing priorities.
 8. Strong analytical skills.
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Job Title: M&E Assistants (Various Positions)

Duty Station: Moyo, Adjumani, Lamwo

Reports To: M&E Officers

Job Purpose: The Monitoring and Evaluation Assistant will work with the Monitoring and Evaluation Officer to monitor progress and evaluate the effectiveness of LWF interventions in order to ensure high quality of assistance and continual learning.

Duties and Responsibilities:

15. Assist the M&E Officer in developing and implementing monitoring and evaluation plans for the program;
16. Assist in planning and conducting data collection for monitoring activities and provide support in the development and review of standard tools for data collection
17. Train and supervise enumerators for specific data collection activities including checking questionnaires for reliability and consistency;
18. Support the analysis of qualitative and quantitative data, writing and compiling reports to inform programme development and implementation
19. Ensure timely reporting on monitoring activities in line with project work plans
20. Contribute to the development of case studies, success stories and lessons learned reports to demonstrate the impact of LWF's work and inform future programming;
21. Help to identify gaps in information in current reporting and work with the programme staff address these gaps
22. Under the supervision of the M&E Officer, maintain up to date databases and records of outputs/activities and beneficiaries reached in all project locations covered by the field office.
23. Support data quality assessments and verification to ensure that all data used for reporting and decision making are as accurate as possible.

Education, Knowledge & Experience

9. Bachelor's degree in Development Studies, Social Studies or other related field and a strong background in Statistics.
10. Minimum 3 years' experience supporting monitoring and evaluation of humanitarian programmes.
11. Experience in participatory approaches and tools of community planning, monitoring and evaluation.
12. Ability to write reports and communication pieces.
13. Good command of computer programs and applications including SPSS
14. Strong interpersonal and communication skills, and demonstrated ability to establish effective working relations with various stakeholders.

How to apply:

Interested applicants should submit an application letter together with curriculum vitae, copies of academic documents/transcripts, names and contact details of three referees to the undersigned by email via recruitment@lwf.or.ug

Hand delivered applications can also be sent to our Offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

**The Human Resource Manager
Lutheran World Federation
Plot 1401, Ggaba, Road after the American Embassy
P. O. Box 5827
Kampala, Uganda**

Deadline for receiving applications is Friday June 08 2018