



## **OPEN POSITION**

The Lutheran World Federation (LWF) Uganda is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF World Service partners include Lutheran Churches and their related agencies, the European Commission (ECHO), the US Government (PRM) and UNHCR, IOM, UNICEF among others, with whom LWF World Service is a key implementing partner. For more information about LWF World Service, please check; <https://www.lutheranworld.org>

LWF-Uganda currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo and Lamwo respectively with access to safe water, sanitation and hygiene services, community services, protection, psychosocial support, livelihoods and environmental conservation.

**The LWF Uganda is looking for mature, qualified and experienced person for the following position:**

**Job Title:** Project Monitoring & Reporting Officer  
**Place of Assignment:** Adjumani LWF Office  
**Reports to:** Grants Manager & PMER Manager

### **Duties and responsibilities**

- Reviews and refines monitoring and reporting tools for BPRM SALIMA Project in line with LWF Uganda M&E system and donor requirements.
- Coordinates all aspects of project monitoring and reporting ensuring that data collected is of high quality and is produced on time.
- Aggregates all qualitative and quantitative data from Project Managers into one project status report and submits the same to management within stipulated timeframes including monthly, quarterly, annual as well as feature reports
- Assists the M&E Manager, Grants Manager and Project Teams in designing, conducting and coordinating baselines, mid-term evaluations, end-line evaluations, Performance Quality Audits and annual project reviews.
- Provides technical assistance and training on monitoring and data collection to M&E staff under the BPRM SALIMA Project.
- Tracks data quality based on review of data generated by the M&E teams through debriefs, researches/surveys or Audits to primary sources to ensure that data provided is accurate and authentic
- Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyzes it.
- Ensures that appropriate systems are in place to track project implementation indicators, impact measurement and progress related to BPRM SALIMA Project as required by the donors;
- 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.
- Based on the annual work plans and in particular the project budgets, design the framework for the physical and process monitoring of project activities
- Undertake regular visits to the field to support implementation of projects M&E and to identify where adaptations might be needed.
- Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities.

- Design and implement a system to identify, analyze, document and disseminate lessons learned.
- Consolidate a culture of lessons learning involving all project staff and allocate specific responsibilities.
- Document, package and disseminate lessons from the project
- Identify and participate in additional networks that may also yield lessons that can benefit project implementation.
- Works closely with the PMER Manager, Grants Manager and Project Managers to map out project-specific strategic partnerships and develop a plan on how to engage with different stakeholders
- Attend different learning and sharing events like meetings, radio/TV Programs etc. as appropriate

**Required Qualifications, Skills and Experience:**

- Bachelor's Degree in Statistics, Information Technology, Development Studies or Economics
- Post Graduate Diploma in Monitoring and Evaluation is a must
- Minimum of 3 years' practical experience in Monitoring and Reporting in a Donor funded project
- Well-developed Report Writing Skills; demonstrated experience in preparing project reports for diverse audiences including Project Management Teams, Community Stakeholders, Government & Donors
- Naturally Analytical with a strong eye for compiling both qualitative and quantitative reports
- Proven experience in partnering with Project Implementing Teams to ensure the Project Reporting needs are met
- Excellent Interpersonal and Communication Skills with ability to make complex data simple to understand
- Sound understanding of Project Management Cycle and support activities
- Experience in Statistical Analysis Packages e.g. SPSS, STATA etc
- Experience in Monitoring and Reporting on a Project with one or more of the following thematic areas; WASH, Child Protection, GBV, Livelihood, Sanitation and Hygiene.

**Application Procedure:**

Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email [recruitment@lwf.or.ug](mailto:recruitment@lwf.or.ug) clearly indicating the job title in the email subject. **do not include certificates for education, trainings, etc.**

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 next to Quality Hill  
P. O. Box 5827 Kampala, Uganda.**

**Deadline for receiving application is Monday 8, October 2018 by 5:00pm**