

Job details	
<b>Job title:</b> Results Based M&E Officer	<b>Line Manager title:</b> Results Manager (JG6)
<b>Grade:</b> JG7	<b>Direct reports:</b> None
<b>Department:</b> Programme Delivery Unit	<b>Location:</b> Flexible – one of TMEA’s country offices
Job summary	
<p>The Results Officer will play a central role in ensuring that TMEA reports accurate and timely data on its achievements to senior leadership and donors. The job holder will support TMEA staff and partners to embed good practice in programme/project level monitoring and the reporting of results achieved. In addition, the Results Officer will help to build the capacity of TMEA staff and partners in MEL. The job holder will support project implementation teams in preparing regular progress reports and quality assure these outputs.</p>	
Roles and responsibilities	
<p><b>Monitoring and Reporting</b></p> <ul style="list-style-type: none"> <li>• Support the updating of the overarching TMEA results framework (regional and country-level) to reflect the achievements of TMEA.</li> <li>• Support the preparations for the Annual Review, ensuring output self-assessment forms are completed to a high quality by programme teams.</li> <li>• Support programme/project leaders to develop comprehensive results chains and monitoring plans for the projects which they support.</li> <li>• Ensure that data is available to regularly report on projects’ progress against the indicators contained in project monitoring plans.</li> <li>• Provide first level quality assurance processes for project documentation in MIS including work plans, monitoring plans and risk plans.</li> <li>• Support implementation teams to demonstrate progress through the review and quality assurance of regular project progress reports.</li> <li>• Oversee the analysis, verification and management of data to report project/programme level results using MIS (and TRIMS when it goes live).</li> <li>• Support the production of TMEA’s bi-annual corporate reports which update TMEA’s Board on the organisation’s progress against targets.</li> <li>• Review project close-out reports and feedback to teams on areas for improvement.</li> </ul> <p><b>Data Collection</b></p> <ul style="list-style-type: none"> <li>• Work with programme/project leaders to identify data needs and develop appropriate data collection and analysis, tools and processes for data collection, e.g. project baselines and endlines.</li> <li>• Support programme/project leaders to develop and execute data collection and management plans, including support in drafting terms of reference and ensuring appropriate budget has been allocated.</li> <li>• Support programme/project leaders to manage the data collection process including quality assurance of final deliverables.</li> </ul>	

## MEL Capacity Building

- Support the development and delivery of MEL training designed to enhance TMEA staff and partners' ability to engage in effective MEL.
- Develop and maintain training materials and guidance for TMEA staff and partners on various aspects of MEL.

## Evaluation

- Support programme/project leaders to develop terms of reference and properly budget for the evaluation of project interventions, if required.
- Support programme/project teams to prepare for project evaluations, if required, and support with the management of the evaluation contracts.

## Knowledge Management

- Support the Quarterly Strategic Review process to ensure knowledge management and lessons from project implementation are captured and shared widely in TMEA.

The job holder is further expected to promote and adhere to TMEA's core values and ensure compliance with organisational policies and procedures. The job holder will:

- Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMEA's reputation.
- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.

## Academic and professional qualifications

- A bachelor's degree preferably in international development; social sciences; political science; economics; public or business administration/management **OR**
- A post-graduate degree preferably in international development; social sciences; political science; economics; public or business administration/management.
- Professional training in monitoring and evaluation is essential.

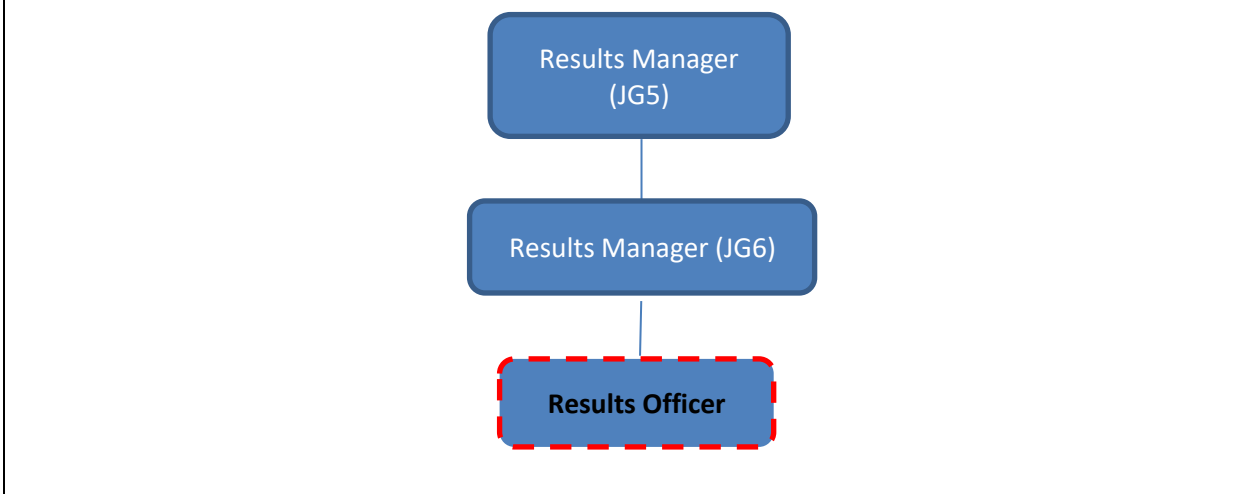
## Work experience

At least five years (or three years with a post-graduate degree) relevant experience in supporting development organisations in East Africa in the design and implementation of M&E systems. This could have been gained within a M&E unit or within wider programme management. The role holder will also be expected to demonstrate proficiency in:

- Designing monitoring plans, results chains and results frameworks.

- Project and programme reporting.
- Project management and administration.

### Organisational positioning



### Technical skills and behavioural competencies

- Demonstrated skills in quantitative and qualitative data collection, analysis and quality assurance.
- Knowledge of different MEL approaches and methods, their strengths and weaknesses.
- Excellent written and oral communication skills.
- Experience in data collection/survey administration, data analysis, and use of results management information systems to aid monitoring of projects.
- Excellent team-working and inter-personal skills with the ability to build good working relationships.
- Ability to work with minimum supervision.
- Strong planning and organising skills, ability to prioritise and pay attention to detail.
- Positive attitude with a drive to succeed and overcome setbacks.

### Sign off

Job holder	Signature: _____	Date: _____
Line Manager	Signature: _____	Date: _____
Counter-signing Quality Assuror	Signature: _____	Date: _____