

JOB DESCRIPTION

Role:	<i>Monitoring, Evaluation, Learning and Accountability Officer</i>
Reporting Lines:	Reports to the Regional Programs Coordinator
Contract:	Fixed-Term aligned with Irish Aid project funding; Full-Time (40 hrs); Subject to 6-month probation period
Salary:	Competitive (depending on experience)
Location:	Addis Ababa, with in-country and overseas travel

Tearfund Ireland

Tearfund Ireland is a faith-based development and relief organisation committed to the holistic transformation of the most marginalised and vulnerable in specific regions around the world. Working in relationship with local partners, we enable people to lift themselves out of poverty, advocate for justice and respond with humanitarian relief when emergencies arise.

Vision, Mission and Ethos

We want to see flourishing communities free from poverty and injustice. Working with local partners we transform the lives of the most marginalised through partnerships that mobilise, empower and build capacity.

We believe in the inherent worth of each person and conduct ourselves in a way that affirms respect, dignity and equal value of each individual. Through our non-discriminatory approach we facilitate holistic transformation for individuals, families and entire communities. If you'd like to join us and are in agreement with our Vision, Mission and Ethos contact us for more information.

JOB OVERVIEW

To support partners set up a sound M&E system and see to it that all programmatic contracts are duly respected and implemented. This role will facilitate the programmes monitoring and evaluation and will further follow up or program audits where accountability on both programs' accomplishment and accountability on the use of resources will be checked. All quality standards shall be monitored and their application is constantly checked for compliance and effectiveness. Guide and provide on the job accompaniment on adoption of digital technology for use by Civil Society Organisation (CSOs) to improve data collection, monitoring systems. The role also includes church relations and effective follow up of Church and Community Transformation (CCT) activities.

POSITION IN ORGANISATION

- Reports directly to the Regional Programs Coordinator.
- Maintain collaborative working relationships with all colleagues, particularly with Project and Finance Officer, Finance and Compliance Officer, Finance Manager, International Programme Manager, etc.
- Closely works with representatives from other organisations and partners of Tearfund Ireland. Strengthens the capacity of partner organisations by providing on the job accompaniment

Cultural Responsibilities

- Support and embrace Tearfund Ireland’s ethos and approach, maintaining behaviour consistent with Tearfund Ireland’s Core Values, Code of Ethics and Professional Conduct and organisational policies.
- Engage with all colleagues to build and maintain a cohesive team and excellent working relationships.
- Exemplify the values of Tearfund Ireland to all staff, partners and programme participants.

KEY RESPONSIBILITIES

1. OVERALL SUPPORT

- Build the capacity of partners on project cycle management, proposal development and report writing
- Support partners in church and community mobilisation skills
- Follow up on quality standards and insure their practical adoption (safeguarding, Core Humanitarian Standards, Tearfund Ireland’s quality standards, complaint mechanism, anti-fraud, Self-Help Group/ Cluster Level Association minimum quality standards)
- Support partners on the development and follow up of the operationalisation of graduation models at partner organization and CSO level
- Establish church relations and monitor that the church and community mobilization work is effectively implemented and replicated
- Support partners on the implementation of gender mainstreaming and policy advocacy initiatives of partners
- Support and operationalise data base for SHGs, CLA and Federal Level Associations (FLAs) using digital technology (registration of SHGs, GPS location, savings etc.) and check physical existence
- Support Tearfund Ireland’s partner on maintaining the quality of SHGs, CLAs and FLA based on minimum quality standards
- Conduct Partner Capacity assessment and Supplementary Institutional Funding Tool (SIFT) every three years and draw on capacity development needs
- Conduct program audit making sure that all program contracts are respected and audited program wise
- Provides support to partners in the design and implementation of an effective programmes monitoring and evaluation system by which to measure project/programme performance.
- Ensures that case studies of good practice are produced both for internal and external dissemination.
- Assists partners in establishing baseline surveys, mid and end programme evaluations.
- Handle Tearfund Ireland visitors and visits

2. PROJECT MANAGEMENT SUPPORT

- Ensures Tearfund funded project and programmes are effectively implemented, monitored, evaluated and reported on in accordance with Tearfund Ireland’s project management system.
- Identifies capacity gaps (Project Cycle Management, Self-Organised Learning, SHG Approach, Church and Community Mobilisation, expert support etc.) and provides training, mentoring and on the job coaching to partner organisation staff in programme implementation, monitoring and evaluation, etc.
- Undertakes regular field visits to assess projects’ progress and achievements against approved plans and reporting issues of concern and learning

- Supports partners in the implementation of quality standards (Tearfund’s Quality Standards, safeguarding etc.)

3. CORPORATE POLICY AND COMPLIANCE

- Promotes and adheres to Tearfund Ireland’s Vision, Mission, Basis of Faith, Values, Operating Principles and policies as set out in the Employee Handbook.
- Ensure familiarity with Tearfund Ireland’s mandate, values, Quality Standards, policies, programme objectives, and individual responsibilities in upholding these standards and policies
- Commitment to participate in essential training in policies and areas of corporate governance

4. TEAM MANAGEMENT

- Participation in team planning to enable the Tearfund Ireland team can make decisions and establish plans by which effective measurement and reporting on Country Strategy can be realised.
- Participation in staff activities (Training, Team meetings, planning days, etc.)
- Ensure timely submission of your own relevant and required employee forms (time sheets, leave requests, expense forms, etc.)

5. EXTERNAL REPRESENTATION

Attends and represents Tearfund Ireland in fora and meetings with external stakeholders.

6. OTHER DUTIES

All other duties assigned by Regional Programs Coordinator to assist in the development of the role or of the wider organisation.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Degree or equivalent qualification in development, international relations, or another relevant course	
EXPERIENCE	<ul style="list-style-type: none"> • At least three years’ experience in project management, monitoring, and evaluation, • Experience in developing monitoring and evaluation system • Experience in data collection and analysis • Experience in Kobo toolbox or other data collection tools • Experience in management of institutional donor grants 	<ul style="list-style-type: none"> • Experience with Self Help Group approach (SHG) • Experience working with faith-based partners • Experience in and commitment to capacity building

<p>SKILLS/ ABILITIES</p>	<ul style="list-style-type: none"> • Excellent written and verbal English and Amharic • Excellent administrative abilities and strong understanding of financial management • Excellent communication skills • Excellent inter-personal skills including sensitivity in cross cultural communications • Ability to collate and analyse data in a clear and coherent manner • Ability to organise and manage one’s own work with ability to prioritise and work under pressure • Strong IT skills • Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Ireland’s Safeguarding Policy 	<ul style="list-style-type: none"> • Ability to influence in a diplomatic manner • Ability to develop simple innovative/creative solutions to complex problems • Ability to network and gain respect of leaders of partner organisations
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • A heart for people living in poverty and a passion to see holistic transformation of communities and individuals with their own resources • An understanding of and a commitment to Tearfund Ireland’s Mission and Values • Team player – practical, desire to support the Tearfund Ireland team and partner staff • Understanding and sensitivity to cross cultural issues • Flexible and adaptable • Diplomatic and determined with ability to remain calm under pressure 	

Tearfund Ireland Ethiopia Application Process

To apply for this position, send your CV and Cover Letter to **jobs@tearfund.ie**

Please ensure that your application clearly outlines how your skills, experience and motivation meet the requirements for this post. Please include three references with your application.

The closing date is **29th July 2022 at 5pm.**

Tearfund Ireland is an equal opportunity employer.