



Job Vacancy

<i>Job Code</i>	10617
<i>Job Family:</i>	Child Program
<i>Job Sub-Family</i>	Monitoring & Evaluation
<i>Level:</i>	P2
<i>Position Title:</i>	Monitoring & Evaluation Specialist II
<i>Grade</i>	7

JOB SUMMARY

This intermediate specialist provides high quality data collection at the national office level for all child focused data. She or he will provide monitoring and evaluation for program data to conduct analysis, identify trends, formulate reports and make recommendations based on findings. The specialist provides general knowledge in data collection, measurement and analysis of program activities, outputs, and outcomes. At this career level, the incumbent supports the local program design, performing independently on moderately complex issues.

ESSENTIAL JOB FUNCTIONS

- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of Compassion, and faithfully upholds Compassion's ministry in prayer.
- Acts as an advocate for children. Understands and advances Christ's mandate to protect children. Raises awareness of the needs of children and takes active steps to help protect against neglect, abuse, and exploitation of children. Promotes the dignity, respect, positive treatment, potential of children in all circumstances. Encourages the involvement of others in helping children in need. Reports and appropriately supports responses to incidents of harm of children if they occur.
- Supports overall holistic child development and provides ongoing subject matter expertise in collecting and using high quality data to measure program inputs, outputs, and outcomes. Aids partnership facilitators, program support team and church partners by providing coaching and knowledge within monitoring and evaluation. Stays current in field of expertise including industry standards, national policies and best practices.
- Utilizes multiple tools and instruments that enable the program team to conduct empirical assessment to keep track of progress through generation of monitoring and evaluation reports, analyzes high quality baseline/needs assessment data to inform program design.
- Evaluates general partner compliance and adherence to standards, procedures, and policies related to program quality; especially data collection of child focused data. Works with partnership facilitators and the program support team to provide information on intervention milestones realization, financial report status, child development milestone monitoring, partner maturity progress and such other programmatic aspects that would lead to the realization of partnership outcomes.
- Monitors all child focused data dashboards to track critical program dimensions and performance and enables the National Office to see meaningful improvements or decline in performance. Conducts simple analysis and interpretation of dashboard metrics movement and makes recommendations to the National Office Leadership Team.
- Is responsible for budgeting and planning for all data collections and other monitoring and evaluation activities in the National office. This may also include providing training to Frontline Church Partner staff, Partnership Facilitators, or external data collectors on high quality data collection.
- May provide expertise to other professionals and support staff in the monitoring and evaluation discipline.

LEVELING CRITERIA

Level **P2**

- Requires expanded conceptual knowledge in own job discipline and broadens capabilities
- Understands key organizational drivers; uses this understanding to accomplish own work

- Provides informal guidance to new team members
- Solves problems in straightforward situations; analyzes possible solutions using technical experience and judgment and precedents
- Explains complex information to others in straightforward situations
 - The ability to develop positive and trusting intercultural and interdenominational relationships.
 - Expressed understanding of the concept of mission especially the Mission of God or expressed desire to engage with it and serve according to its principles.
 - Understanding the developmental concepts of sustainability, local and stakeholder's ownership and how it links with the Mission of God.
 - Capacity to relate and interact with Church leaders in mutual respectful and appreciation of each one's ministry with missiological awareness and sound way.

Education

Bachelor's Degree in statistics; Accounting; mathematics or related field.

Work Experience

Three years Experience working in this or similar position or field.

Documents for Applications

Application Letter (letter addressed to the Human Resources Business Partner), Police record, Resume/CV, Recommendation from the Spiritual Leader, Simple copy of bachelor degree diploma or certificate or any relevant documents.

Every candidate interested in this position is requested to fill the form by using the below link:

<https://forms.gle/bUujSJ2ALSFTUAmq9>

Then send the requested document to the following address: 05 BP 387 Lomé - Togo before **7th January 2020 at 12h00 pm.**

WORKING CONDITIONS

Work Environment & Location	Office - Standard Office Environment and everywhere in the country
Physical Demands	Sitting, standing, and/or walking for up to 8 hours per day
Travel Requirements	May be required to travel up to 25% of normal schedule

NB: Female candidacy is encouraged. Only retained applicants will be contacted.

The term of the contract is one year with possibility of renewal.