

CONTACT PERSON	EMAIL	PHONE	DATE
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## Job offer: Monitoring and Evaluation (M&E) Officer

To support and strengthen the monitoring and evaluation strategies of Centre for Children in Vulnerable Situations (CCVS)-Uganda, we are recruiting a Monitoring and Evaluation (M&E) Officer. The M&E Officer will review and strengthen the organizational M&E system, provide support and expertise to the team in their ongoing data collection, and will take the lead in monitoring, analyzing and reporting on the collected data.

### Background to CCVS-Uganda

CCVS-International, a Belgian interuniversity cooperation, was erected in 2008 to conduct research on support for and wellbeing of formerly abducted children and war-affected children and their communities in Lira District. Three Belgian universities gave form to and took up the direction of this centre: Ghent University, Vrije Universiteit Brussel and the University of Leuven. CCVS-International's activities are structured around three central axes which are closely related to one another: (1) research studying the psychosocial wellbeing of persons living in vulnerable situations in the South; (2) support for persons in vulnerable situations in the South. Two psychosocial support centres have been established, one in Eastern DR Congo (Bunia) (CCVS-DR Congo) and one in Northern Uganda (Lira) (CCVS-Uganda); and (3) dissemination of good practices and scientific knowledge.

Since 2011, the International NGO, Centre for Children in Vulnerable Situations (CCVS)-Uganda has been promoting the mental health and well-being of children, youth, adults, their families and communities living in vulnerable situations in post-conflict Northern Uganda and, more specifically, in Lira District. Currently, we are working in several communities, schools, Health Centres, Lira Main Prison and the Lira Regional Referral Hospital Mental Health Unit. Divergent working methods are used such as mental health sensitization, individual/couple/ family/group psychotherapy, community dialogues, community therapy and play therapy. Also, CCVS-Uganda is involved in research and training of various stakeholders engaged in formal and informal psychosocial service delivery (e.g., social workers, teachers, community leaders and mobilizers) and cooperates in the radio programme "Healing Our Wounds" (Radio Wa). We aim to provide our services to all persons in need of mental health support irrespective of their ethnicity, religion or other orientations and beliefs.

For more information, please visit our website [www.centreforchildren.be](http://www.centreforchildren.be)

## Job description, tasks and responsibilities

TYPE OF CONTRACT	<ul style="list-style-type: none"> <li>• Full-time employee contract</li> <li>• Fixed term: from July 15, 2019, to March 31, 2020</li> </ul>
DUTY STATION	Lira
REPORTS TO/ SUPERVISED BY	Project Officer & Executive Director
WORK DIVISION	<ul style="list-style-type: none"> <li>• 2/10 Strengthening the organizational M&amp;E system</li> <li>• 2/10 Training and coaching of team members regarding M&amp;E</li> <li>• 5/10 Processing of and reporting on collected data</li> <li>• 1/10 Team meetings</li> </ul>
TASKS & RESPONSABILITIES	<ul style="list-style-type: none"> <li>• <i>Strengthening the organizational M&amp;E system:</i> <ul style="list-style-type: none"> <li>○ Reviewing the organizational M&amp;E system and propose recommendations for improvements</li> <li>○ Jointly looking for ways, in collaboration with the team, on how the organizational M&amp;E system can be strengthened</li> <li>○ Leading the development and execution of the organisation's M&amp;E plan in collaboration with the Executive Director</li> <li>○ Ensuring the quality and security of the data which is being collected</li> <li>○ Proactively seeking out data collection issues and reporting relevant issues to supervisors</li> </ul> </li> <li>• <i>Training and coaching of team members regarding M&amp;E:</i> <ul style="list-style-type: none"> <li>○ Supporting and coaching the team in their day-to-day data collection (e.g., client files, client data base, weekly reports)</li> <li>○ Providing training and capacity-building to the team on relevant M&amp;E tools</li> <li>○ Drafting and reviewing evaluation tools for measuring the impact of specific activities as they are organized</li> </ul> </li> <li>• <i>Processing of and reporting on collected data:</i> <ul style="list-style-type: none"> <li>○ Collecting weekly reports from all team members and drafting weekly summary reports</li> <li>○ Drafting quarterly and annual project reports, in collaboration with the Project Officer and Clinical Director</li> <li>○ Entering, cleaning, maintaining, securing and backing up the client database and data for all activities (e.g., field activities, trainings, workshops)</li> <li>○ Analyzing, interpreting and reporting on results using various programmes (e.g., SPSS, Nvivo, Microsoft Excel)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Developing ideas for research projects</li> <li>• <i>Team meetings:</i> <ul style="list-style-type: none"> <li>○ Preparing topics to be discussed during team meetings</li> <li>○ Attending and participating in the weekly team meeting and spontaneous team meetings throughout the week</li> </ul> </li> <li>• <i>Overall responsibilities:</i> <ul style="list-style-type: none"> <li>○ Gaining insights into CCVS-Uganda’s activities and target groups.</li> <li>○ Being at any time (in and out of the office, and on and off duty) a good representative of CCVS-Uganda and the values it stands for to ensure the good image and reputation of CCVS-Uganda</li> <li>○ Open, fair and respectful communication to all staff members</li> <li>○ Safe custody and management of office property</li> <li>○ Retaining strict confidentiality regarding all information of the organisation outside a professional context and/or the centre</li> <li>○ Respecting work time schedules</li> <li>○ Assisting in general cleanliness and orderliness of the office</li> <li>○ Running necessary office errands</li> </ul> </li> </ul>
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### Qualifications

- Bachelor’s degree in M&E, statistics, social sciences, demographics, public policy, international development, or a related field
- At least three years’ experience in collecting, analyzing, interpreting, and reporting on M&E results so that lessons can be learned and incorporated into programming
- Experience with qualitative and quantitative data collection and analysis methods and software programmes
- Ability to coach and train others in M&E methodologies
- Experience in working with organizations providing mental health services is a plus
- Knowledge of Luo is a plus
- Strong report writing skills
- Being collaborative, proactive, ethical, transparent, responsible, flexible and open

### What we offer:

- Full-time employee contract from July 15, 2019, to March 31st, 2020, with potential extension based on available funding and positive performance evaluation
- 10% employer NSSF contribution
- UAP health insurance (including psychotherapeutic support services) and Sanlam personal and group accident cover

- Breakfast and lunch during working days or lunch allowance in case of field activities
- Dynamic team environment

### How to apply

All persons are encouraged to apply for this job offer irrespective of sex, ethnic group, religion, nationality, political orientation or other orientations and beliefs.

Send your CV, copy of educational diploma's and relevant certificates, and a motivation letter to Leen De Nutte ([leen.denutte@ugent.be](mailto:leen.denutte@ugent.be)) **before June 21, 2019**.