

**Amref Health Africa**  
**JOB DESCRIPTION**

**POSITION TITLE: Monitoring, Evaluation, and Learning (MEL) Officer**

**REPORTS TO: Monitoring, Evaluation, and Research (MER) Manager**

**SUPERVISES: N/A**

**LOCATION: Addis Ababa Country Office**

**I. JOB SUMMARY:**

Amref Health Africa is seeking a MEL Officer to provide technical support for the USAID Integrated Youth Activity (IYA) that aims to empower youth to advance their own economic, civic and social development across 18 major urban cities of Ethiopia. Under the direction of MER Manager, the MEL Officer will ensure the establishment and implementation of performance monitoring, reporting, and learning activities at all levels of the program. The position holder will provide technical, capacity building and supportive supervision to the MEL teams and other staff within the consortium partners and government and other stakeholders. S/He will work in close collaboration with other MEL team and program staff.

**II. DUTIES AND RESPONSIBILITIES:**

The MEL Officer will have the following duties and responsibilities:

**Job Responsibility #1: Technical Assistance and Coordination**

- Work with other Kefeta MEL Officers to provide technical assistance to CSO MEL Assistants and Project Assistants on the MEL plan, performance monitoring, reporting, and data analysis and management;
- Assist other MEL team and program staff in performance improvement and quality assurance activities across target cities;
- Work with other MEL team at country office level to improve knowledge management and learning activities;
- Support the MEL team in the revision of monitoring, evaluation, and learning plan; and
- Closely works with Kefeta regional and country team, federal and regional stakeholders to ensure data is well managed, performance reporting system is functioning and well understood at all levels of the reporting hierarchy;

**Job Responsibility #2: Reporting**

- Compile monthly, quarterly, semi-annual and annual summary reports of Kefeta activities; collate, analyse and disseminate data to improve project performance and informed decisions;
- Quickly and efficiently fill ad-hoc requests for project data from Kefeta's SMT and USAID;
- Work with the Database Administrator to maintain an updated performance tracking dashboard with key output and outcome indicators;
- In collaboration with other MEL team, regularly work to monitor performance against established targets (annual work plan and MEL Plan results framework);

- Maintain reporting formats and updated performance indicators according to USAID requirements and standards;
- Work with other Amref national team to ensure that Amref's Information Management System (AIMS) is regularly updated with respect to Kefeta's contributions; and
- Assist the MER Manager and other MEL team in producing a monthly statistical bulleting that summarizes Kefeta's performance on monthly basis.

### **Job Responsibility #3: Database management and analysis**

- Work with the Database Administrator and other MEL team to interpret data to point out trends and progress toward project goals;
- Provide capacity building and on-site technical support to the MEL team at the city level on data driven decision making (data analysis, interpretation, visualization, and reporting);
- Work with other MEL team and program staff on data analysis and data management, collation, and interpretation in scientific publications and other non-scientific learning forums;
- Work with technical staff to identify selected performance indicators to closely monitor the progress of the project; and
- Support the MEL team and program staff in leading formative researches, evaluations, and other ad-hoc assessments to inform the project's implementation science.

### **Job Responsibility #4:**

- Perform other duties as assigned by Immediate supervisor

## **III. Qualification**

### **A) EDUCATION/TRAINING AND WORK EXPERIENCE**

- MSc/MA degree in Statistics, monitoring and evaluation, public health, social science or equivalent education and 3 years relevant work experience.
- BSc degree in Statistics, monitoring and evaluation, public health, social science or equivalent education and 5 years relevant work experience.
- Knowledge and experience in different data base and statistical packages (DHIS2, SPSS, STATA, Epi Info, Microsoft office applications).

### **B) Competencies**

- Excellent interpersonal and communication skill
- Strong written and communication skill in English and Amharic;
- Unprecedented computer skills
- Experience working in a team management approach
- Ability to work effectively under pressure
- Passionate to travel and provide field level technical assistance to frontline workers
- Preferably young aged who understands the needs and aspirations of young people