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PHE – Ethiopia Consortium (Population Health and Environment – Ethiopia Consortium)

Vacancy Announcement

Position Title:	Monitoring & Evaluation, Learning and Knowledge Management Specialist
Reports To:	Executive Director of PHE EC and Bale Eco-Region SHARE Project Coordinator
Duty Station:	Addis Ababa
Contract Duration:	Fixed term contract, three and half year

JOB DESCRIPTION

Population Health and Environment Ethiopia Consortium (PHE EC), based in Addis Ababa is seeking to recruit well caliber and experienced candidate for the position of M&E, Learning and Knowledge Management Officer under its Sustainable Management of Bale Eco-Region Project. The project will be implemented by 5 organizations lead by Farm Africa and in partnership with SOS Sahel, FZS, IWMI and PHE EC. Thus, the position holder will work as M&E, Learning and knowledge management specialist for the entire project with the 5 organizations stationed at PHE EC.

REQUIRED QUALIFICATIONS & EXPERIENCES

- PhD/Msc. degree in natural resources management, environmental or conservation management, or related fields and has at least 3 years(PhD), 5years (Msc./A) and 7 year (B.Sc/A) of practical experience in evaluation of projects and knowledge sharing
- Excellent and in depth knowledge of monitoring and Evaluation, application of methodology and development issues
- Strong practical knowledge and experience in, organizational and policy learning approaches, related to capacity building, facilitation of multi-stakeholder learning processes;
- Has experience and potential to work with experts and practitioners in different disciplines
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- Organize and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines and available resources
- Establishes, builds and maintains effective working relationships with staff and partner organizations to facilitate the provision of support
- Excellent communication in English language both written and oral, report writing and documentation skills.
- Has the experience of working in multi-sectoral and multi-cultural environment
- Has experience in writing and editing project briefs, documents and media messages.
- Has the ability to synthesize and analyze information critically.
- Has excellent interpersonal skills and demonstrated ability to work in a team environment.
- Has knowledge on government policies, strategies and programs of the country in climate change and natural resource management
- Excellent computer skills, including Microsoft word, Outlook, Microsoft Excel, Power Point, SPSS, Database Software's and Social Media tools such as Face book, LinkedIn, and Twitter for the benefit of the work.

PRINCIPAL RESPONSIBILITIES:

Monitoring and Evaluation

- Develop and/or adopt monitoring and evaluation tools, guidelines, standards and methodologies and share with staff across the organizations, and design data collection and documentation system.
- Oversee capacity-building of staffs, partners and beneficiaries on M&E tools and analysis, data management, data analysis, basic surveying and sampling techniques, report writing techniques and requirements for the project partners.
- Provide technical support to project staff during program design, preparation and implementation of M&E system, baseline surveys and data management
- Develop indicators for monitoring and impact indicators for the project success coordinate the baseline findings
- Suggest strategies to the project management team for improving the efficiency, effectiveness, coordination and collaboration of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the technical management team and the implementing organizations

- Participate in annual project reviews and planning workshops and assist the project management team in preparing relevant plan and reports;
- Coordinate the available components of the project to ensure effective implementation of M&E

Learning and Knowledge Management

- In collaboration with other field level staffs identify, write, share and document success stories, providing best practice in project interventions and generate evidence based reports.
- Conduct evidence based research, survey and case studies
- Produce and communicate best practices to partners and government stakeholders.
- Ensure knowledge and learning are documented and translated into action within partner program plans.
- Identify gaps and barriers to the implementation of learning and develop strategies and action plans to address barriers and gaps
- Lead and coordinate knowledge sharing through the application of appropriate knowledge management tools
- Coordinate stakeholders to establish and maintain taskforces at different level
- Develop and coordinate radio program
- Perform other duties from PHE EC as required

SALARY

- Negotiable (based on past salary scale and other factors)

Application Instructions

We invite all candidates meeting the required qualifications to send applications including a **filled one page CV format (can be accessed from this link http://www.phe-ethiopia.org/pdf/CV_Format.docx) to facilitate the screening process**, cover letter, detailed CV and copy of supporting documents via PHE Ethiopia Consortium, P.O.Box 4408, Addis Ababa, Ethiopia or through E-mail vacancy@phe-ethiopia.org **by clearly indicating the position title in the subject of the email** or in person to the PHE – Ethiopia Consortium office located at Mamitu Building 3rd floor in front of Bole St. Medhanealem Church, next to Edna Mall.

Qualified Women are highly encouraged to apply

NB. Only short listed candidates will be contacted.

Application Deadline: July, 25, 2014