



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Zonal M&amp;E Coordinator (2)</b>
<b>Reports to:</b>	<b>M&amp;E Advisor</b>
<b>Program/Project:</b>	<b>USAID/ICYP Activity</b>
<b>Location:</b>	<b>Masaka, Hoima - Uganda</b>

### Background

The USAID Integrated Child and Youth Development Activity (USAID ICYD Activity) aims to improve learning outcomes, advance HIV epidemic control in Uganda, and ensure that children and youth have the opportunity to lead resilient, healthy and productive lives. The USAID ICYD Activity will deliver critical HIV/GBV/violence prevention and response services to children and youth and their families in communities, clinics, and schools. Within USAID's Journey to Self-Reliance Framework, USAID ICYD Activity will build the operational and technical capacity of four Ugandan National Partner organizations to pass NUPAS and become direct recipients of USG funding within two years while strengthening government capacity to deliver core services to children within an integrated referral network and case management approach that operationalizes Uganda's new child policy. Local partners will deliver OVC services across their zone of operation. WEI/Bantwana is a leader in OVC programming and organizational capacity development in high HIV prevalence countries in southern and eastern Africa.

Applicants must be based and have a valid work permit to work in Uganda. *Qualified applicants should submit their CV and supporting materials to [BantwanaICYD@ug.worlded.org](mailto:BantwanaICYD@ug.worlded.org) with the position you are applying for in the subject line.*

### Job Summary

The **Zonal M&E Coordinator** will hold dual responsibility for ensuring timely collection, entry, processing, documentation and dissemination of all data and information relevant to Project and PMP reporting and coordinating and delivering targeted M&E TA to National Partners and Local Government counterparts. S/he will follow up and ensure timely collection of data, check for completeness and reliability of data before entry into the database, ensure timely data entry into the database, check for completeness of entered data against the physical data on forms/tools and perform elementary data analysis to inform service delivery. S/he will be an integral part of the Zonal ICYD team and support coordination and delivery of M&E TA to M&E National Partner and LG staff across districts of operation as part of capacity development and systems strengthening initiatives.

<b>Key Result Areas:</b>	<b>Specific Responsibilities and Duties:</b>
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<b>Major Responsibilities:</b>	<ul style="list-style-type: none"> <li>● Responsible for ensuring timely, high quality data collection, entry, analysis and reporting by national partner M&amp;E teams across districts/zones of operation.</li> <li>● Compile and share data collection and entry timelines to all data collectors</li> <li>● Support field data collection exercises whenever necessary.</li> <li>● Prepare, compile and sort filled forms for data entry.</li> <li>● Check source documents/ filled forms for accuracy and completeness.</li> <li>● Obtain further information for incomplete documents and update data whenever necessary</li> <li>● Accurately enter data from source documents/ forms into Database.</li> <li>● Analyse any data entry errors and address with NP district staff and M&amp;E</li> </ul>
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	<p>Advisor.</p> <ul style="list-style-type: none"> <li>● Check completed work/ entered data for accuracy</li> <li>● Maintain a record of activities/ tasks undertaken.</li> <li>● Respond to requests for information and access relevant files</li> <li>● Comply with data integrity and security policies e.g. confidentiality.</li> <li>● Support data quality assessment exercise</li> <li>● Support M&amp;E TA for NPs and LG counterparts</li> <li>● Contribute to and implement ICYD M&amp;E learning agenda.</li> </ul>
<p><b>Job Specifications:</b></p>	<ul style="list-style-type: none"> <li>● Minimum of a degree in a quantitative field such as econometrics or statistics; Demography, Development Studies, Social Sciences, Information Technology and any other related disciplines</li> <li>● Evidence of additional hands on training, coaching and mentorship in Monitoring and Evaluation</li> <li>● At least 3 year work experience on development projects where research and data analysis skills have been applied, preferably under PEPFAR/USAID programs</li> <li>● Demonstrated experience with MIS systems and electronic databases;</li> <li>● Good working knowledge of major databases and analytical programs including MS access, MS excel, STATA, SPSS and Epi Data.</li> <li>● Strong skills in teamwork and networking;</li> <li>● Good verbal communication and writing skills;</li> <li>● Ability to work in a challenging environment</li> <li>● Fluent in oral and written English and excellent writing skills</li> </ul>