



Organization Background

Christian Action for Reconciliation and Social Assistance (CARSA) is a non-profit organization dedicated to promoting reconciliation, community development, and empowerment in Rwanda. Founded in 2002, CARSA has made significant contributions to the restoration and development of the nation, especially in the aftermath of the 1994 genocide against the Tutsi.

CARSA's programs include Trauma Healing and Reconciliation, Community Development, Ubwungu Peace and Reconciliation Center, and Youth Empowerment. Through these programs, CARSA works with genocide survivors and their direct offenders, accompanying them on their journey of forgiveness, reconciliation, and holistic development. CARSA works with youths in schools and communities through the Youth Club for Peace.

We are currently seeking a talented and motivated Monitoring and Evaluation Officer to join our team. The successful candidate will be responsible for developing and implementing M&E strategies to promote CARSA's impact and change.

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|-------------------|---------------------------------|--------------------------|--------------------|
| Job Title | Monitoring & Evaluation officer | Job unity | Programs unity |
| Department | Programs Unity | Report | Programs manager |
| Location | Kamonyi/Ruyenzi | Travel required | Yes |
| Contact | info@carsaministry.org | Contract duration | One year renewable |

Job Description

Position overview

Reporting to the Programs manager, the M&E Officer will lead the design, implementation, and operation of M&E systems from project initiation to closeout. She/he will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular project reports to the programs Manager. She/he will oversee data management and ongoing training to M&E field officers. She/he will conduct regular project data analysis and identify methods to use results for program improvement. She/he will lead activity efforts to strengthen monitoring and evaluation and performance reporting within the geographic area of Activity.

S/he will collaborate with the Programs unit in reviewing and preparing monthly, quarterly and final narrative donors' reports. Additionally, s/he will work with other members of the team, as need be, on grants writing and set up, follow up of programs indicators, implementation of processes, standard operating procedures and any other tasks given to her/him by the Programs Manager.

ROLE AND RESPONSIBILITIES

- Assist the Programs Manager with development of the M&E Plan for the projects, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Lead role in overseeing data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy.
- Responsible for supporting the preparation and review of program reports in collaboration with projects staff.
- Manage research activities and ensure outcomes and lessons learned are integrated into the project and shared with relevant stakeholders.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Provide training and mentoring to partners and staff to ensure the implementation of strong M&E systems
- Conduct periodic visits to project sites, to ascertain and promote adherence to agreed standards and timelines of implementation, create greater awareness of reporting requirements, ascertain use of appropriate Monitoring and Evaluation data collection methods.
- Provide capacity building on Monitoring and Evaluation at CARSA to staff, including through training, mentorship, coaching and sharing of information.
- Assist with project planning and preparation to facilitate a smooth implementation of project activities.
- Assist with materials development in the form of programme theory and logic models, monitoring and evaluation data collection instruments, training manuals and presentations.
- Play a lead role in projects involving other contracted evaluators and researchers.
- Contribute to the development of proposals for possible new projects and project design.
- Work confidently and productively on own initiative and manage a diverse and demanding workload to set timescales and deadlines
- Ensure that data management documentation standards are adhered to at all times
- Perform such other duties as may be assigned by the supervisor

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education and qualifications

- University Degree in any of the following areas: Monitoring and Evaluation; Community or International Development Studies, Project Planning and Management, Development Economics; Demography or Development Statistics, public policy, Project Management or Business Administration, or other related social sciences with at least three years of experience
- Applicants holding an advanced specific Monitoring and Evaluation training certificate to the above general areas of training will be considered favourably.
- Proven knowledge and experience on Monitoring and Evaluation methods and Monitoring and Evaluation data and information management is required. (such as a certificate indicating specific training on Monitoring and Evaluation)
- Possess at least some basic knowledge and experience in research methodology
- Knowledge of project cycle management, administration and evaluation concepts and procedures
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages.
- Familiarity with impact assessment is an advantage

PREFERRED SKILLS

- Demonstrated proficiency with Microsoft Office applications, including Excel, Word, PowerPoint, Publisher, and SharePoint. Knowledge of at least one data analysis software such as SPSS, STATA will be an added advantage
- Disseminates and shares knowledge openly and actively contributes to knowledge / network communities for topics relevant to area of expertise, encourages knowledge-sharing across units / departments and ensures that knowledge is captured, recorded and disseminated appropriately
- Communication: seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information, listens and seeks to understand without bias and responds appropriately
- An understanding of quantitative and qualitative research methods
- Knowledge of monitoring and evaluation principles and methods
- Knowledge of and ability to develop logic models and indicators

- Knowledge of and ability to design monitoring and evaluation instruments (interview schedules, questionnaires etc.)
- Good moderation, facilitation and training skills.
- Knowledge of the use of graphic representation including computerised graphics
- Ability to communicate in English clearly and concisely, both orally and in writing
- Interpersonal skills
- Excellent analytical skills
- Ability to work under time pressure and meet deadlines.
- Proven organisational skills, including time-management

N.B: To apply, please submit your CV with a portfolio of Monitoring and Evaluation, Cover letter to info@carsaministry.org , CC:carsahiring@gmail.com not later than 15th June 2023. Note that the closing might happen before the deadline depending on the Volume of applicants therefore submit as earlier as possible.

Only shortlisted candidates will be contacted for assessment.