



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
INTERNAL & EXTERNAL ADVERTISEMENT**

Ref: IITA-HR-NRS2022-023	Position: <ul style="list-style-type: none">• Monitoring and Evaluation Officer
Location: Gombe	Recruitment Type: National (2-year renewable contract)
Date Posted: 24 November 2022	Closing Date: 5 December 2022

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's project location in Gombe:

Position: Monitoring and Evaluation Officer

Contract: 2-year renewable contract

Location: Gombe

DUTIES:

- Assist in the development and/or finalization of the Activity Work Plan and keep it updated in accordance with Activity interventions and time frames.
- Review existing approaches and management information systems and agree on any required changes.
- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners and implement the Activity M&E techniques and data management protocols.
- Implement and coordinate M&E activities according to M&E Plan.
- Prepare technical reports detailing the results of Activity M&E activities.
- Prepare and consolidate quarterly and annual reports on activities relating to Activity implementation.
- Present and deliver results to stakeholders and ensure proper filing of M&E evidence and documents.
- Store survey results in an accessible and orderly method and assure safekeeping of Activity data in line with organizational data storage policy.
- Perform any other job-related task as may be assigned by the Project Manager.

QUALIFICATION:

BSc/HND in Agricultural Economics, Economics, Statistics or related field with a minimum of four (4) years' experience performing similar role in a well-structured environment or donor funded organization.

COMPETENCIES:

The ideal candidate must:

- Have excellent communication skill (reading, writing, and speaking).
- Be a quick learner and can work under minimal supervision, within tight deadlines.
- Have the ability to deliver accurate and timely reports.
- Have the ability to travel extensively within the relevant state and work long hours.
- Have excellent interpersonal skills and the ability to work in a team-oriented multicultural environment.
- Have experience in infographics, technical report writing data analysis and management.

REMUNERATION:

We offer highly competitive salary with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should complete the online application attaching detailed cover letter and curriculum vitae saved with their names in Microsoft word format at <http://jobs.iita.org/erecruit> no later than Two Weeks from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must include the applicant's current or previous direct Supervisor and professional colleague.

IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women. While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.