



## INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-016	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Monitoring and Evaluation Officer</b></li></ul>
Location: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 29 March 2023	Closing Date: 12 April 2023

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's Headquarters in Ibadan.

### **Position: Monitoring and Evaluation Officer**

**Contract: 2-year renewable contract**

**Location: Ibadan**

#### **DUTIES:**

- Provide support to the Institutional Scaling and Monitoring, Evaluation, Learning and Impact Assessment (MELIA) Work Package 5 of the One CGIAR Initiative on Transforming Agri-Food Systems in West and Central Africa.
- Monitoring and reporting on the initiative activities, outputs, within-initiative outcomes, end-of-initiative outcomes, action area impacts, and CGIAR impact areas in West Africa.
- Data collection, processing, analysis, and reporting of the initiative's baseline, adoption, impact, and scaling studies.
- Develop performance matrices, data matrices, and data tools for data management.
- Develop M&E plans for programs, projects, and units within IITA.
- Support monitoring and evaluation work as required at the Institutional, One CGIAR & Bilateral Project levels.
- Review objective hierarchy and logical framework matrices activities, processes, inputs, outputs, outcomes, and impacts of projects under each Hub.
- Identify and design performance questions, key indicators, and targets for each project.
- Agree with stakeholders on how to record, report, and analyze progress against targets and design formats for reporting on progress.

- Undertake and facilitate M&E plan implementation, regularly revising and updating performance questions, indicators, methods, formats, and analytical processes.
- Conduct monitoring site visits, conduct/participate in evaluations (baseline, mid-term, end of project), internal and external impact assessment studies.
- Provide mentoring and coaching in performance assessment to M&E focal persons through on-site and online meetings.
- Guide unit/sections/directorate teams to use IITA's institutional level results-indicator Handbook to develop annual/strategic plans, track activity implementation, manage performance data, and report to higher levels of supervisors' hierarchy.
- Conduct data quality assessments of data reported to the headquarters from programs, projects, units, sections, directorates, and hubs as may be directed by the Head of M&E.
- Conduct/participate in M&E system development and training for program/project partners toward developing national capacities in M&E.
- Work with the Head of the M&E Unit to effectively maintain the Institute's and ONE CGIAR Initiatives M&E database(s) and ensure the data are up-to-date.
- Perform any other job-related task as may be assigned by the Supervisor.

### **QUALIFICATION:**

BSc in Statistics, Social Sciences, Agricultural Economics, Project Management, Agriculture or any other related field with a minimum of four (4) years' experience performing a similar role in a well-structured environment.

### **COMPETENCIES:**

The ideal candidate must:

- Have excellent communication skills (writing, reading, oral).
- Have the ability to use basic packages such as Excel, PPT and other statistical packages such as SPSS and STATA.
- Be proficient in computer software packages related to database management and data analysis.
- Have strong analytical skills.
- Have strong experience in writing reports.
- Have strong experience developing web-based M&E systems.
- Have strong experience in using ONA/ODK or Survey Solutions for data collection.
- Be a good team player.

### **REMUNERATION:**

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

**METHOD OF APPLICATION:**

Interested applicants should complete the online application by attaching a detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <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, professional colleague, and evidence of current remuneration package.

***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.***