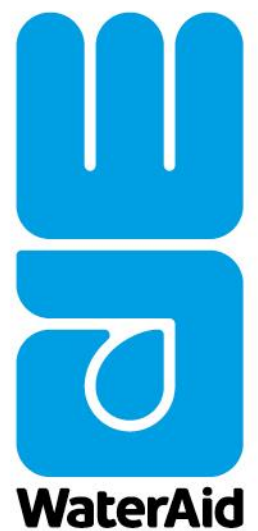


Planning, Monitoring, Evaluation and Reporting (PMER) Manager

WaterAid, Nigeria



Who we are



WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.

Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives.

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: <https://www.wateraid.org/uk/safeguarding-at-wateraid>

We're committed to changing normal forever—are you?



**One vision.
Three goals.**

About the role



Planning, Monitoring, Evaluation and Reporting Manager

Place of work:	Abuja, Nigeria
Duration:	2 years (renewable)
Reports to:	Head of SPEL
Manages:	M&E Officers
Travel:	Potential travel to be determined as work demands.
Ways of Working	The ideal candidate will need to be inclusive and embrace our values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation.

Team description

WaterAid Nigeria has recently completed its 2022-2027 country programme strategy which sets a 5-year building block towards delivering a more influencing led programme over a 10-year horizon. This new country strategy rather than reflect a progression from previous country programme strategies, outlines key shifts in focus required to catalyze change and achieve maximum impact for our work in Nigeria.

Job purpose

The primary purpose of this role is to support the implementation of WaterAid Nigeria's country strategy by ensuring that all activities are properly included in realistic and achievable annual plans and to lead on the effective monitoring of progress of programme implementation against objectives. The PME Manager will work in strong collaboration with programme team colleagues to ensure timely and accurate project monitoring and evaluation, quality assurance of programmes, learning and reporting. The role will work with programme team colleagues to develop and support the ongoing planning cycle (monthly, quarterly and annual), Monitoring & Evaluation (M&E) systems, provide management

information to support effective decision making, and support partners with effective planning, monitoring & evaluation systems, processes and practices. This position will ensure strong links between CP wide Planning, Monitoring & Evaluation and Reporting approaches link with global M&E processes.

Accountabilities



Planning and Coordination

- Working with the Coordinator Planning, Strategy & Reporting, support WaterAid Nigeria's Senior Management Team (SMT) in the development and implementation of Country Programme plans and budgets in line with overall strategy
- Support Directors & Coordinators in the development and implementation of annual plans in line with budgets and programme strategy
- Provide strategic support in managing the implementation process in the CP

Monitoring and Evaluation

- Lead the conduct of periodic Post Implementation Monitoring Surveys (PIMS)
- Supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations.
- Provide technical and operational guidance/capacity strengthening to partner organizations on field monitoring, survey activities and database management in connection with WaterAid supported projects and programmes.
- Support colleagues, implementing partners and sector actors in setting performance standards and developing systems, templates, tools and other support material to facilitate performance monitoring, planning, research, outcome evaluation for the WASH sector and the effective and timely information flow between country, regional and global levels to increase efficiency and reduce ad-hoc information requests.
- Conduct baseline surveys/ evaluations, and surveys, including engaging with consultants on analyses of results and quality of reports where required
- Record, manage and preserve monitoring and evaluation data in a safe and accessible way.
- Proactively identify and implement improvements to monitoring & evaluation systems and processes
- Coordinate the preparation and submission of all Country Programme reports, the annual output verification exercise and the impact assessment at the end of the programme cycle in close collaboration with Programmes Directorate. Contribute to other reports as required.

- Proactively monitor the CP's Country Strategy and operational plan to promote the review and achievement of the CP strategic objectives
- Promote and monitor the mainstreaming of inclusion in WaterAid's Country Programme

Learning & Capacity Building

- Generate organisational learning from monitoring and evaluation activities, document lessons learnt/case studies and share organisational learning with potential audiences and users – both internal and external to promote and replicate best practices across the organisation and sector.
- Act as a super-user of the M&E software and its application; support its development, aligning it with global systems and core procedures. Ensure colleagues are trained and competent in its use, providing advice and support to others.
- Contributing to effective learning and knowledge management in line with WaterAid's overall approach
- Support the delivery of the country strategic objective on research, learning and documentation
- Participate in, support or lead relevant capacity building initiatives and workshops on PM&E targeting implementing partners

Person specification

Essential Criteria

- University Degree in Development Studies, Public Health, Statistics or other relevant field
- 5 years post NYSC experience in planning, monitoring and evaluation preferably in an NGO setting. Experience in international research or development organisation may also be considered.
- Good understanding of project planning cycle and management cycles
- Strong Excel, Microsoft ACCESS /IT skills
- Strong knowledge in the development and use of software and database applications for programme monitoring & learning
- Experience with conducting data quality assurance and reviewing indicators for projects
- Good knowledge of data collection methodologies , tools and processes
- Experience in using quantitative and qualitative tools for carrying out monitoring and evaluation projects
- Skilled in analysis. Able to analyse information and make sound conclusions and decisions
- Excellent verbal and written communication skills. Able to communicate complex information clearly to others, and produce impactful reports and presentations.
- Strong interpersonal skills. Able to build relationships with colleagues and stakeholders, negotiate and influence across teams in order to achieve the best outcome.
- Proactive approach. Identifies issues and challenges, and seeks to resolve these in a timely manner
- Strong planning and organisational skills. Driven to meet deadlines.
- Experience of building the capacity of other and facilitating learning in relation to planning, monitoring & evaluation
- Commitment to WaterAid's values and a working style that reflects these.

Desirable Criteria

- Masters Degree in Development Management or related area
- Training in statistics and/or planning
- Strong hands-on development project design and management experience
- Understanding and experience of designing research projects to support monitoring, evaluation & learning
- Knowledge / experience in knowledge management systems
- Experience in community-based development
- Experience of M&E in the water, sanitation & hygiene (WASH) sector

Apply

If you are interested in this position and have the right skills and attributes, kindly apply by clicking on this [LINK](#)

Closing date for this application is July 20, 2023