Terms of Reference

JOB SUMMARY

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Monitoring and Evaluation Officer</th>
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<tbody>
<tr>
<td>Vacancy Number</td>
<td>0026/ 2017</td>
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<tr>
<td>Nationality</td>
<td>Afghan</td>
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<tr>
<td>Gender</td>
<td>Male/Female</td>
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<td>Duty Station</td>
<td>Kabul</td>
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<tr>
<td>Department</td>
<td>Monitoring and Evaluation</td>
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<td>Reports to</td>
<td>Monitoring and Evaluation Manager</td>
</tr>
<tr>
<td>Duration</td>
<td>One Year ( Extendable)</td>
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BACKGROUND

Integrity Watch is an Afghan civil society organization committed to increase transparency, accountability, and integrity in Afghanistan.

The mission of Integrity Watch is to put corruption under the spotlight through community monitoring, research, and advocacy. We mobilize and train communities to monitor infrastructure projects, public services, courts, and extractives industries. We develop community monitoring tools, provide policy-oriented research, facilitate policy dialogue, and advocate for integrity, transparency, and accountability in Afghanistan.

Integrity Watch was created in October 2005 and established itself as an independent civil society organization in 2006. It has approximately 100 staff members and about 500 active volunteers. The head office of Integrity Watch is in Kabul with provincial offices in Balkh, Bamiyan, Herat, Kabul, Kapisa, Kunduz, Nangarhar, Parwan, and Paktia provinces and programmatic outreach in many other provinces.

Integrity Watch’s work has three major components: (1) Community Monitoring, (2) Research, and (3) Advocacy. Integrity Watch tries to encourage active citizenship and community mobilization through its programs. Our community monitoring work includes development of community monitoring tools, mobilizing and training communities to monitor infrastructure projects, public services, courts, and extractives industries.

Our research work is focused on policy-oriented research measuring trends, perceptions and experiences of corruption and covering wide range of corruption related issues including security and justice sectors, extractive industries, budget and public finance management, and aid effectiveness. The objective is to develop new, ground-breaking empirical research in order to set the agenda, influence decision-makers, bring to the public attention non-documented and non-explored issues.

The aim of our advocacy work is to enhance Integrity Watch’s pioneering role in advocating for knowledgeable decision-making and informed public debate on corruption and integrity. Our advocacy work includes facilitation of policy dialogue on issues related to integrity, transparency, and accountability. We advocate for access to information; budget transparency, accountability, and
participation; aid transparency and effectiveness; social accountability; and other issues related to anti-corruption.

DUTIES AND RESPONSIBILITIES

Background on the duty
To assist Monitoring and Evaluation Manager in day to day routine activities, reporting, data accuracy check, updating logical frame work work and other M&E related tasks and activities when and as assigned and necessary.

Responsibilities and duties

Planning and reporting
  • Assist the M&E Manager in compiling monthly and quarterly reports and plans and follow-up and feedback to managers if needed.
  • Ensure that all the data reported to the senior management, donors and / or stakeholders is of quality, and inconsistencies are avoided.
  • Liaise with IWA departmental heads regarding data retrieval, reporting and M&E related issues.
  • Follow-up the monthly action plans of IWA pillars.

Assurance of monitoring
  • Data collection from the field staff and field offices and data-entry if required.
  • Check the data received from different programme units for accuracy, consistency and reliability.
  • Travel to IWA provincial offices, and project areas for monitoring and evaluation purposes; and writing field visit reports.

Knowledge management
  • Assisting M&E Manager to make and keep M&E system updated.
  • Ensure that all data are entered in the M&E database on-time, accurate and completed and are consistence.
  • Ensure the M&E department filing system is updated, and all the related files are appropriately filed.
  • Assist the Monitoring and Evaluation Manager in the daily activities.
  • Other M&E related tasks as and when required or assigned by the M&E Manager.

QUALIFICATIONS REQUIRED

Education
Bachelor degree in Social Sciences / Computer Sciences, Business Administration or other related field.

Experience
Minimum two years of work experience in Monitoring and Evaluation.

Knowledge, skills and abilities
  • Excellent knowledge of and proven capacity in Monitoring and Evaluation.
  • Excellent oral and written communication in English, Dari and/or Pashto.
• Ability to develop and manage professional relations, with outstanding interpersonal and coordination skills.
• Proven planning and organisational skills.
• Strong conceptual and analytical skills.
• Result-oriented and able to deliver within tight deadlines.
• Able to commit to one year at least.
• Willing to work overtime, holidays and weekends as requested by IWA management.

HOW TO APPLY

Please apply by sending a CV and a cover letter that outline how your experience and education relate to the skills and experience outlined in the Terms of Reference to: hr@iwaweb.org. In the e-mail subject line please write “Monitoring and Evaluation - Officer” and your name.

The deadline for applications is August 7, 2017. However, interviews of suitable candidates may begin as applications are received. Only short-listed candidates will be contacted.