



## **VACANCY**

**POSITION:** Monitoring and Evaluation Officer

**PLACE OF ASSIGNMENT:** Malawi Milk Producers Association (MMPA)

**APPLICATION DEADLINE:** 17 November, 2017

**START DATE:** 1 December, 2017

## **BACKGROUND:**

The mission of the Malawi Milk Producers Association (MMPA) is to alleviate poverty within rural households by promoting and coordinating activities towards the advancement of Dairy farming in Malawi. By so doing MMPA protects the interest of dairy farmers, lobby for favourable policies, facilitate dissemination of market information, provides technical skills for improved milk production and quality milk products as well as creates linkages and network for farmers.

MMPA with funding from We Effect is implementing activities to increase milk production and the number of dairy animals in Malawi.

**General scope of the job** The M&E Coordinator is responsible for guiding the overall M&E strategy and implementation of related activities within MMPA and via partners, plus providing timely and relevant information to project stakeholders. Critical tasks for the M&E coordinator are setting up the M&E system, data collection and analysis, database management and providing reports to the programme manager and partners. Specific roles and responsibilities Include;

## **RESPONSIBILITIES:**

- (a) Collaborate with program staff to design, implement and maintain a comprehensive Programme M & E System which focuses on results and impact.
- (b) Ensure that monthly, quarterly and annual reports are developed and submitted in a timely manner
- (c) Prepare and implement monitoring and evaluation plan for the program.
- (d) To monitor all aspects of the program implementation to facilitate the realization of the program goals and outcomes. This will also include but not limited to updating the program's M&E tracking database.
- (e) Capacity building in all matters relating to project designing, monitoring and evaluation for program staff and partner organizations
- (f) Provide guidance and support to all program staff in the development and implementation of monitoring tools which shall include but not limited to data collection and analysis and reporting.

- (g) Work with the program manager in designing and undertaking research/studies including baseline and end of project evaluation that seeks to develop strategies that would advance the objectives of the organisation.
- (h) Lead in the development and management of the Information database system and also maintenance of the program database (managing the electronic and hard copy files).
- (i) To provide timely and relevant analysis and recommendations to the program team.

### **QUALIFICATIONS & REQUIREMENTS:**

A University degree in Social Science/Agriculture Economics  
Minimum 2 years' experience with NGO

### **Desirable requirements**

At least several years of proven experience with:

- The results framework approach and other strategic planning approaches;
- M&E methods and approaches (including quantitative, qualitative and participatory);
- facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders;
- Information analysis and report writing.
- Experience in working with funded programs/projects and rural communities
- Leadership qualities, personnel and team management (including mediation and conflict resolution).
- Computer skills

### **APPLICATION:**

To apply please use any of the following options,

Submit electronic copies of cover letter, CV with references and scanned copies of relevant certificates to [info@malawimilkproducersassociation.org](mailto:info@malawimilkproducersassociation.org) . Submit a cover letter, CV with references, copies of relevant certificates to Malawi Milk Producers Association, Area 3/203, Near Mtunthama Round About, 2<sup>nd</sup> Turn Right, First Gate Right, behind Water Board Tanks., P.O. Box 376, Lilongwe.

Please explain in your cover letter why you are interested in the position, your relevant experience, and what you would bring to the role. Interviews will be held soon after the Deadline so please indicate your telephone number in your application.

For more information, please contact Herbert Chagona on +265 999 930 565 or the above email address.

### **OTHER INFORMATION**

Only short listed candidates would be called for interview.