



JOB DESCRIPTION

National Union of Disabled Persons of Uganda

Job Description

Job Title: **Monitoring and Evaluation Volunteer**

Relationships:

Reports to: Monitoring Evaluation and Learning Manager

Other key relationships:

- ✦ Support: All Programme Managers, Officers and Colleagues within NUDIPU
- ✦ External relations: Beneficiaries/clients, Members, Civil Society/ Private Sector, Development Partners and Government

Job Purpose

The Monitoring and Evaluation Volunteer will be responsible for assisting the Monitoring, Evaluation, and Learning Manager in programme monitoring, data verification and validation, and partnership mapping.

Job summary

The Monitoring and Evaluation The volunteer will be responsible for supporting monitoring of activities and ensuring that organizational activities and results are achieved in a cost-effective and timely manner. He will assist the Program staff in preparing reports on a regular basis and will assist in the design and implementation of the M&E framework and activities of the projects. He/she will also support the resource mobilization function.



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Main Tasks and Responsibilities

- Assist staff members in establishing systems for the M & E program.
- Assist with the design and development of forms and questionnaires for data collection and data analysis;
- Assist with research and the writing or editing of M & E reports.
- Assist with data management, cleaning, and quality control and support the team through various administrative duties.
- Provide support to teams in compiling reports, stressing the importance of data quality, indicator-based reporting, and analysis of achievement of objectives and trends.
- Provide field teams with constructive feedback on both the content and form of data collected and reports written.
- Review and finalize the End of Project Evaluation work plan in consultation with the Monitoring, Evaluation, and Learning Manager.
- Work closely with the MEL manager to ensure the presence of a robust monitoring plan, developing monitoring and evaluation guidelines, frameworks, and indicators for the project action plan.
- Lead and assist programme staff in conducting regular data review meetings, noting the actionable points and lessons learnt.

Other tasks and responsibilities

1. support and participate in other M & E programme activities when required.
2. Ensure vulnerable people (aged, young, women, and children) participate in NUDIPU activities.
3. Undertake all necessary actions to protect and promote the image and brand of NUDIPU
4. Carry out your own administrative functions, including timely filing and the use of Word for the production of your own correspondence and reports.

In addition to individual respective tasks, NUDIPU employees are expected:

- ✦ To adhere to our organizational values and to actively promote their application.
- ✦ To undertake tasks in a creative, self-driven and innovative fashion.



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- ✦ To identify and implement new ideas/concepts and additional tasks for the benefit to the organization (whether directly linked to one's job or not).

Person Specifications

Education

Degree/Diploma in statistics, economics, or its equivalent.

Technical Skills

- Good interpersonal relationships, demonstrate excellent writing and analytical skills, high levels of computer literacy, excellent organizational skills, training and research skills, and
- Advanced skills using SPSS and STATA are an added advantage.

Industry experience

- 1 year experience in monitoring and evaluation, data entry/analysis and data collection or any related field. Previous work with an NGO in similar programs.
- Previous work with an NGO or busy organization

Personal qualities

Open to change. Keen sense of ethics, integrity and commitment to NUDIPU's mandate. Able to multitask. Ability to work under pressure. Team player with positive attitude and flexible mind.

Communication and Interpersonal skills

Ability to understand new issues quickly and make wise decisions. Ability to provide effective feedback. Comfortable working in multi-cultural settings. Writing and oral skills. Effective interpersonal skills to work with colleagues, stake holders and donors.



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How to apply:

Qualified candidates should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees electronically to; Info@nudipu.org or hand delivered to NUDIPU head office along Bukoto Kisaasi Road. Hard copies can also be sent through the organizational postal address P.O. Box 8567 Kampala addressed to the Human Resource and Administration officer, by **February 18th, 2022** before 5:30PM. Only shortlisted candidates will be contacted for interviews.

Note: Qualifying Persons with disabilities are more encouraged to apply, and should specify their type of disability for reasonable accommodation.

For detailed information, please visit us at website: www.nudipu.org.