



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: M&E Specialist

Reference No: BHU/V-009/MES/2020

JOB SUMMARY

Designing and implementing the M&E activities and frameworks of projects, preparing necessary periodic reports on the project progress from time to time.

JOB RESPONSIBILITIES

DUTIES:

- Shall lead the planning and coordination of the regular and systematic monitoring of the projects' overall progress in achieving the intermediate results indicators and the project objectives
- Shall monitor all approved project activities and their progressive implementation with a view of achieving a project output and projected outcomes.
- Shall make critical review /recommendations of the available logical framework
- Shall develop monitoring and impact indicators for the project success
- Monitor, evaluate and develop a report on the overall progress on the achievement of the projected result.
- Shall provide periodic feedback to the project team on strategies and activities of approved projects.
- Shall identify potential shortcomings and risks in achieving the project objectives.
- Shall carry out on necessary follow-up for appropriate actions
- Shall extract information and statistics to inform the necessary reports for the project team
- Support the team with necessary M&E tools and their usage in fulfilling project goals and objectives
- Shall support BHU in improving existing monitoring and reporting systems so that the project results' indicators can be well monitored.
- Suggest mechanisms to the project team for improving the efficiency and effectiveness of the project
- Shall actively participate in designing M&E systems, designing questionnaires for surveys and assessments ensuring the data collection tools are appropriately developed, revised when needed and used throughout the program implementation period.
- Shall critically analyze project data for internal monitoring and donor reporting
- Shall guide and support project staff and other stakeholders involved in the project implementation in the proper monitoring and evaluation of project activities



- Shall be available in participating in periodic project reviews and strategic planning workshops as well as assisting in project preparation processes.
- Shall properly file and maintain all M&E documents
- Shall preserve high level of confidentiality in executing his/her duties
- Prepare periodic reports for all approved projects i.e quarterly, bi-annual and annual reports for all community outreach activities.
- Shall support in recruitment /training of new employees in his/her line of management
- Shall collect and maintain an up-to-date M&E community outreach database
- Ensuring the organization's purpose is conveyed to the community in a way that promotes the organization's interest.
- Perform any other duties as assigned by management

EDUCATION & OTHER BACKUPS

- Bachelor's degree in Project Monitoring and Evaluation, Project Planning and Management, social sciences or a related field from a recognized institution.
- Post graduate qualification in monitoring and evaluation, project planning and management preferred but not a must.
- Certificate in Monitoring and Evaluation an added advantage

EXPERIENCE

- At least 1 year relevant work experience in project design, M&E or related field.
- Relevant experience in implementation of humanitarian and development projects
- Experience working with NGOs
- Experience working in volunteer operations t
- Working knowledge of databases
- Management experience in a similar or higher position.
- Demonstrated capacity to work both autonomously with limited support and as a team member
- Sound time management, planning, and organisational skills to meet the demands of the busy position

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Stakeholder management
- Good analytical skills
- Data analysis and reporting skills
- Public speaking and presentation
- Budgeting and budgetary control
- Team building and management
- High proficiency in spoken and written English
- High proficiency in MS office, use of statistical data tools and web-navigation skills
- Ability to concurrently handle multiple assignment
- Knowledge of managing community outreach programs and handling large teams for a joint cause
- Flexibility to handle multiple assignments, a quick learner and good at thinking on your feet



- Ability to maintain highly level of confidentiality
- Able to think critically in a deadline driven environment
- Ability to work effectively with minimal supervision

HOW TO APPLY:

1. *Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org*
2. *Indicate what motivates you to volunteer with BHU in your cover letter*
3. *Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types NOT Exceeding 5MBs*
4. *Indicate clearly position applied for and reference number in the email subject line*
5. *Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.*

DEADLINE FOR APPLICATION: 30th June, 2020