



NOTICE OF VACANCY – MONITORING, EVALUATION, GIS & COMMUNICATIONS OFFICER

- Position:** Monitoring, Evaluation, GIS & Communications Officer
- Reporting to:** The Chief Operation Officer (COO)
- Sector:** NGO – supporting wildlife conservation, community-based-natural resource management, community conservation partnerships & development, renewables, sustainable landscape management.
- Duration:** 4-year, fixed term with view to extend to a permanent position with the right candidate.
- Location:** Initially Harare with view to move to a new HQ on a wildlife reserve in the south east Lowveld

The Organisation

Our parent organisation – Sustainable Agriculture Technology (SAT) - is a medium-sized local NGO registered and operating as a Private Voluntary Organisation (PVO) in Zimbabwe. The organisation adopts a very practical, hands-on, climate-smart and cost-effective approach to training and supporting communal farmers to improve crop and livestock productivity and to develop and manage commercial value chains for their produce.

In 2013, the organisation added a wildlife & natural resource management component (the Wildlife in Livelihood Development Program, or SAT-WILD) focussed on supporting improved Community-Based-Natural Resource Management (CBNRM) - piloting novel community wildlife conservancies and ecotourism partnerships established as Public-Private-Community Partnerships (PPCPs) - between Local Authorities, Communities, technical partners, and the Private Sector - around Gonarezhou National Park in the SE Lowveld of Zimbabwe.

With a growing portfolio of donor grants dealing with CBNRM, developing community-based ecotourism enterprise and partnerships, and promoting diversified resilient livelihoods, SAT-WILD is in the process of restructuring to increase our capacity to operate more independently and to better integrate with and support the needs of our local authorities, conservation, and community partners in the SE Lowveld.

The Position

The M&E Officer will have overall responsibility for the development, implementation and management of the Organisation's Monitoring and Evaluation (M&E) framework for various donor projects. The M&E officer will be responsible for development and management of M&E data collection, data quality assurance, databasing, analysis, interpretation and reporting tools which measure and communicate progress on donor projects, and which are seamlessly integrated with the strategic plans and management systems of the Organisation and our implementing partners.

Data collection for the purposes of M&E should NOT place additional burden on field staff and partners to submit data for the purposes of quarterly donor reporting. Instead, data collection should be part and parcel of ordinary project management and contribute to adaptive management and objective measurement of progress towards clearly defined strategic objectives and project goals.

Key responsibilities

1. To develop and manage practical M&E systems and tools for data collection, data quality assurance, databasing, analysis, interpretation. and reporting, which measure and communicate progress of donor projects implemented by the Organisation and which are seamlessly integrated with the strategic plans and management systems of the Organisation and of our implementing partners.
2. Develop and maintain a comprehensive GIS database for mapping and monitoring Project activities.
3. Design and execute baseline surveys and progress assessments for donor projects.

4. Collect both quantitative and qualitative data, photos, Human Interest Stories (HIS) and Most Significant Change Stories (MSC) for visibility and demonstration of results in the Gonarezhou area and its surrounds.
5. Ensure all data collection and activity reports have been timeously submitted by responsible line managers.
6. Collate, critically assess, clean, cross-check, update and maintain all incoming data in a safe and confidential digital format consistent with data storage and protection requirements of the Organisation and donors.
7. Draft quarterly and annual reports for donor projects. Reports are to be produced as per specific donor reporting requirements and templates and shall include relevant indicator tracking sheets and updating of online donor reporting portals as relevant.
8. Plan and execute spot checks and data verification assessments in intervention areas.
9. Conduct routine data quality assessments and provide regular feedback and guidance to team members on reports submitted so as to improve and guarantee the quality of programme data and reporting.
10. Assist in capacity building and training and provide regular feedback to project staff and partners in M&E.
11. Analyse, package and report project progress and results through reports, newsletters, media statements, and social media releases that are tailor made for specific purposes and targeting different audiences including donors, partners, communities, government officials, policy makers and the general public.
12. Support independent external evaluators and partners in compiling baselines and Knowledge Attitudes and Practices (KAP) community surveys and any other activities where data may be required.
13. Draft, format & publish newsletters & regularly update the Organisation's web site and social media platforms.

Qualifications / experience

- A Bachelors' Degree in GIS Social Sciences, Development Studies, M&E or equivalent.
- Minimum of two years' professional experience in implementing M&E activities
- Accredited training and proficiency in the use of common GIS software packages
- Good understanding of quantitative and qualitative research and analytical methods.
- Ability to plan and implement practical M&E systems that integrate seamlessly within management systems and strategic plans of implementing partners.
- Experience in conducting field work and working with communities. Conservation-related experience is desirable
- 100% proficiency in use of Microsoft Office® Word, Excel, Power-Point and GIS databases and mapping systems is an absolute pre-requisite with the candidate expected to develop proficiency in MS-Publisher and MS-Access during the probation period.

Personal skills

- To be successful, the candidate must be well organised, have a meticulous eye to detail, and a structured, disciplined approach to project management and timeous completion of tasks and reports to meet multiple deadlines inherent to managing donor grants.
- Fluency in spoken and written English and excellent communication, design and publishing skills are necessary.
- M&E requires strong critical thinking and analytical skills with the ability to develop practical systems for collection and analysis of data to inform adaptive management and assess project progress and impacts.
- Evidence of maturity and ability to work both independently and interdependently in multidisciplinary teams.
- Candidate must demonstrate responsibility and accept 100% accountability for their workflows.
- To be successful, the candidate needs to display a keen interest in the subject matter and have a genuine desire to find practical indicators to best evaluate and communicate efficacy and efficiency of program interventions.
- The M&E Officer should on occasion be prepared to work evenings and weekends to meet multiple deadlines inherent to donor grant reporting and management.
- Regular multiple night travel is required to visit field teams and to attend meetings.
- Keen interest in wildlife conservation and community upliftment as well as being prepared to live and work in wilderness areas with a full array of dangerous wildlife is essential.
- Good health status.
- Strong traceable references are essential.

Applications

Applicants are to submit their CV and a short cover letter (max 2 pages) including a short motivation and a rough indication of their expectations in terms of remuneration, benefits, and other terms of service to info@sustainableagritrust.co.zw by 17Hr00 (Harare Time) on Monday 1 February 2021.

Shortlisted candidates will be notified by COB Friday 5th Feb 2021 and arrangements made for an interview.