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**WWF Uganda Country Office (UCO)**

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**Job Description**

**Position:** M&E Officer

**Reports to:** M&E Specialist

**Location:** Kasese District

**Role definition:** Review and implement the Monitoring & Evaluation (M&E) strategy, systems of WWF UCO Conservation Programmes in line with the WWF M & E guidelines.

**Duties and Responsibilities**

1. Develop and monitor the implementation of WWF UCO M&E framework for monitoring the progress and impact of programmes/projects objectives in line with the agreed upon performance indicators and M&E guidelines.
2. Coordinate, monitor and evaluate the project's monitoring and evaluation plan, ensure compliance, document best practices and lessons learnt in relation to the set performance indicators in line with the M & E guidelines.
3. Develop periodic operational M&E work plans and budgets in line with WWF UCO financial guidelines and donor requirements.
4. Provide technical support and build the capacity of staff in M& E tools and processes, tracking and documentation of conservation deliverables on the dashboard in line with WWF and M & E guidelines.
5. Review, update and implement the M&E dashboard to track program/project performance in relation to set objectives in line with WWF and M & E guidelines.
6. Implement the program/project monitoring & evaluation strategy and related activities in line with the WWF UCO Conservation Programme and M & E guidelines.
7. Monitor the utilization of conservation programme/project data and implement feedback mechanisms with implementing partners and other stakeholders such as periodic project reviews, impact assessments, lessons-learned workshops in line with various set objectives
8. Prepare and submit periodic reports to key stakeholders and give timely feedback to the implementers in line with WWF and M & E guidelines.

**I. Required Qualifications:**

- A Bachelor's (honors) degree in statistics or demography or qualitative economics
- Additional training in Monitoring & Evaluation

- Knowledge of statistical analysis and database management packages Ms Access, Ms Excel, STATA, SPSS, EPiDATA
- At least 3 years' experience in monitoring and evaluation work in conservation related work;

## **II. Required Skills and Competences**

- Experience in Monitoring & Evaluation methods and approaches (including quantitative, qualitative methods, Log Frame Approach in planning and M&E methods)
- Excellent analytical and report writing skills;
- Teamwork, communication skills, networking and partnership skills
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders.
- Ability to maintain effective working relations both as a team member and team leader;
- Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment;
- Capacity of assuming a leading role, often in situations under pressure, in defining and implementing projects with teams of individuals of different culture and background.
- Fluency in English and at least one other widely spoken language in the Albertine Rift (Swahili, Luo and/or Runyakitara).

## **III. Working Relationships**

**Internal:** Interacts and works closely with the WWF UCO staff.

**External:** Interacts as required with governmental institutions, Civil Society Organisations, and other stakeholders, in collaboration with the Programme Managers.