Job Advert – Program Assistant – Monitoring, Evaluation & Learning - MEL

Job Title: Program Assistant – Monitoring, Evaluation & Learning (01) Position
Job Grade: KT5
Unit of Service: Kilimo Trust Rwanda Office
Reports To: Team Leader Quality Assurance & Resource Mobilization
Duty Station: Rwanda
Employment Category: Contract

Purpose of the Job
➢ To provide support in designing and developing M&E systems for tracking Kilimo Trust Rwanda implemented projects and tracking and reporting progress in delivering KT strategy as measured by the set Key Performance Indicators (KPIs).
➢ The PA-MEL will provide technical assistance to KT Rwanda Programs and Projects; and analyze and disseminate metrics and results of program performance with internal and external audiences.
➢ Reporting to the Team Leader, Quality Assurance and Resources Mobilization, this position contributes to the achievement of timely and quality delivery of projects especially Kilimo Trust’s evidence-based tracking of KT interventions, documentation of program performance and impact, and its impact on Agribusiness Transformation in the EAC Region.

Responsibilities:
Monitoring and Data Collection:
  a) Assist in the development and implementation of monitoring and evaluation (M&E) plans for various projects.
  b) Conduct regular field visits to gather data, assess program activities, and ensure compliance with established M&E frameworks.
  c) Contribute to Kilimo Trust quality programming and delivery of projects to all stakeholders.
  d) Provide technical assistance and support to KT Regional and Country programs for design and implementation of M&E systems.
  e) Provide professional advice and inputs on M&E plans/results frameworks for proposals and other new business opportunities.
  f) Oversee and execute MEL activities included in the annual work plan, with particular focus on results, mainstreaming issues, impact as well as in lesson learning, in particular:

Data Management:
  a) Manage and organize project-related data, ensuring accuracy, completeness, and confidentiality.
  b) Support in the development and maintenance of databases, spreadsheets, and other tools for data tracking and analysis.
  c) Work with project teams in making use of program and Project data to generate knowledge products for further synthesis and publication in peer-reviewed journals and submission for presentation at appropriate technical conferences in line with KT standards to increase its visibility nationally, regionally, and globally.

Reporting:
  a) Contribute to the preparation of periodic reports on project progress, achievements, and challenges.
  b) Collaborate with program teams to ensure timely and accurate reporting to donors and
stakeholders.

c) Advising the projects team on progress, gaps, and measures for improvement
d) Review activity and quarterly progress reports and ensure they have evidence to back-up delivery of results/envisaged change.

Capacity Building:

a) Provide training and guidance to program staff on M&E methodologies, data collection techniques, and reporting requirements.
b) Foster a culture of learning and continuous improvement within the organization.
c) Developing and sharing impactful stories of change for use in resource mobilization

Collaboration:

a) Work closely with program managers, coordinators, and other relevant staff to integrate M&E activities into project planning and implementation.
b) Collaborate with external partners and stakeholders to enhance the effectiveness of monitoring and evaluation processes.

Competencies Required

a) Strong analytical and problem-solving skills.
b) Demonstrated understanding of the project cycle management
c) Proficiency in data analysis tools and software.
d) Proven track record of successful experience in writing reports and reviews, delivering presentations and defending recommendations.
e) Demonstrated experience in data collection, analysis synthesis, and preparation of strategic information for decision-makers.

Educational Qualifications and Experience Required

a) Bachelor’s degree in a relevant field (e.g., international development, social sciences, statistics,).
b) Previous experience in monitoring and evaluation, data management, or related fields.
c) At least Four (4) Years relevant experience
d) Applicants with experience in implementation of agricultural projects will have added advantages

How to Apply

If you are the right candidate, please send your application letter plus the following:

✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
✓ The names and contacts of three referees, and a daytime contact telephone number of each of them.
✓ Copies of Academic Certificate and Transcripts for O’ level, A’ level – where applicable, Under-Graduate and Post-Graduate qualifications
✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
✓ Your daytime contact telephone number; and
✓ A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

**Deadline for application:** 14th December 2023

Only shortlisted candidates will be contacted