



Transforming Lives Through Agribusiness

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

Job Title:	Program Assistant – Monitoring, Evaluation & Learning (O1) Position
Job Grade:	KT5
Unit of Service:	Kilimo Trust Rwanda Office
Reports To:	Team Leader Quality Assurance & Resource Mobilization
Duty Station:	Rwanda
Employment Category:	One Year

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