

JOB DESCRIPTION

MONITORING AND EVALUATION OFFICER

Position Summary

The Monitoring and Evaluation Officer will lead the tracking, documentation, and learning processes for the Youth Inclusion in Governance and Accountability (YIGA) project across the Karamoja and West Nile sub-regions and for Kampala hub. The role focuses on monitoring the implementation of project activities linked to the Kampala, Karamoja and West Nile Regional Youth Information Hubs, ensuring that outputs, outcomes, and results are accurately captured, analysed, and reported.

The M&E Officer will work closely with the Programs Officer, Project Officers, Training teams, Newsroom, and other MCI teams to track progress against project targets. This includes monitoring trainings, content production, film forums, civic news desks, community activations, hub operations, and related youth engagement activities. The position will also support learning, adaptive management, and the generation of evidence that demonstrates the contribution of the project to strengthened youth civic competence and more responsive local governance.

Key Responsibilities

1. Monitoring and Tracking of Project Activities

- Develop and maintain simple, practical monitoring tools and trackers for all YIGA activities implemented in Karamoja and West Nile.
- Track the implementation of key activities including youth trainings, civic content production, film forums, news desk operations, community activations, and hub-related initiatives.
- Monitor progress against approved workplans, targets, and timelines.
- Flag delays, gaps, risks, and emerging issues to the Programs Officer and relevant teams in a timely manner.
- Support field teams to collect accurate activity data, attendance records, and supporting documentation.

2. Output and Outcome Tracking

- Track key project outputs such as the number of youth trained, civic films and content pieces produced, film forums organised, news desks established, and community activations conducted.
- Monitor the performance and outputs of the Karamoja and West Nile Regional Youth Information Hubs.
- Support the tracking of outcomes related to increased youth civic competence, enhanced youth voice, improved dialogue between young people and leaders, and greater responsiveness of local stakeholders.
- Maintain clear records of progress against the indicators and results outlined in the project addendum.

3. Data Collection, Verification and Quality Assurance

- Support the collection of quantitative and qualitative data from trainings, events, content production processes, and community engagements.
- Verify the accuracy and completeness of data submitted by field teams and implementing colleagues.
- Ensure that attendance lists, activity reports, photographs, success stories, and other supporting documents are properly collected and filed.
- Promote consistent data quality standards across both regions.

4. Documentation, Learning and Knowledge Management

- Document project progress, emerging results, lessons learned, and success stories from Karamoja and West Nile.
- Support the development of case studies, change stories, and learning products linked to youth civic engagement and media for accountability.
- Contribute to reflection sessions and learning reviews with project teams.
- Help build a practical archive of evidence, stories, and results that can support reporting, advocacy, and the sustainability of the hubs.

5. Reporting and Information Management

- Prepare regular monitoring updates and contribute to monthly, quarterly, and donor reports.
- Compile and organise data and evidence required for internal and external reporting.
- Maintain organised digital and physical records of monitoring data, activity documentation, and results.
- Support the preparation of information needed for donor, partner, and management visits.

6. Support to Hub and Field Teams

- Work closely with Project Officers and Hub teams in Karamoja and West Nile to strengthen field-level monitoring and documentation practices.
- Provide guidance and basic tools to help teams track their activities and results more effectively.
- Support the integration of monitoring and learning into the day-to-day work of the Regional Youth Information Hubs.
- Collaborate with the MCI newsroom, training, and communications teams when their activities require monitoring or documentation support.

7. Contribution to Adaptive Management

- Analyse monitoring data to identify trends, successes, challenges, and areas for improvement.
- Provide practical feedback and recommendations to the Programs Officer and project teams to support adaptive implementation.
- Support the use of evidence and learning to improve the quality and relevance of ongoing activities.

8. Other Duties

- Participate in project planning, review, and coordination meetings as required.
- Support organisational learning and knowledge-sharing processes linked to the YIGA project.
- Perform any other monitoring, evaluation, or documentation tasks as assigned by management.

Qualifications and Experience

- Bachelor's degree in Monitoring and Evaluation, Statistics, Development Studies, Social Sciences, Project Management, or a related field.
- Minimum of 2–3 years' relevant experience in monitoring and evaluation, project tracking, or results documentation within NGO or donor-funded projects.
- Experience supporting field-based or multi-location projects is highly desirable.
- Experience working with youth, governance, media, or community engagement projects is an added advantage.
- Familiarity with both quantitative and qualitative data collection methods.
- Experience in Karamoja, West Nile, or other field-based regional programmes is an advantage.

Skills and Competencies

- Strong skills in data collection, organisation, and basic analysis.
- Good understanding of monitoring frameworks, indicators, and results tracking.
- Excellent attention to detail and commitment to data quality.
- Strong documentation, reporting, and writing skills.
- Ability to develop and use simple tracking tools and templates.

- Good communication and interpersonal skills.
- Ability to work effectively with field teams and provide supportive guidance.
- Strong organisational and time management skills.
- Ability to manage multiple priorities across two regions.
- Willingness and ability to travel regularly to Karamoja and West Nile.
- Commitment to learning, accountability, and continuous improvement.

How to Apply

Interested candidates should submit their CV and cover letter as a single PDF document to:

<https://forms.gle/rBa9wZnpJay58we36>

Please clearly indicate **“Monitoring and Evaluation Officer ”** in the subject line.

Only shortlisted candidates will be contacted.