

EASTERN ARCHDIOCESAN DEVELOPMENT NETWORK

*Kwapa Road, Nyangole Cell,
Tororo Municipal Council
P.O Box 182,
Tororo, Uganda*



*Tel: 0454431191
Email: info@eaden.org
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JOB OPPORTUNITY

About EADEN

The Eastern Archdiocesan Development Network (EADEN) is a network of Caritas Organizations of the Catholic Church in the Ecclesiastical Province of Tororo. It covers the Dioceses of Jinja, Tororo, Soroti, Kotido and Moroto. EADEN was established to coordinate development initiatives in the Province and link network members and partners locally, nationally and internationally. The mission of EADEN is **“To enhance the effectiveness of Caritas Organizations in Eastern Uganda in promoting social-economic development of communities through coordination, capacity building, climate action, research and advocacy”**. EADEN focuses on five key thematic areas including Climate Resilient and Sustainable Livelihoods, Governance & Human Rights, Community Managed Disaster risk reduction, Research and innovation and Institutional development, EADEN invites applications from focused individuals, ready to take their careers to the next level, to fill the following job position;

Job Title: Monitoring Evaluation Accountability and Learning Coordinator (MEALC)
Job Status: Contractual and full time
Reports to: Executive Director
Location: Tororo

Job Purpose

To lead the process of development and implementation of a robust result-based Monitoring, Evaluation, Accountability and Learning system for EADEN secretariat, network members and farmer organizations while strengthening appropriate utilization of programme information by various stake holders for enhanced organizational performance.

Duties and Responsibilities

- Work with EADEN Secretariat Department Heads, Area Managers, Project Managers and Network member organizations to develop and implement an effective Monitoring, Evaluation, Accountability and Learning framework in line with EADEN’s strategic focus.
- Continuously assess and improve existing monitoring and evaluation systems, knowledge management systems and other program management systems.
- Maintain, operationalize and update an integrated web-based programme Management Information System (MIS) that stores, displays and generates reports and dash boards.
- Build the capacity of programme staff, Network members and farmer organizations in participatory monitoring, evaluation and documentation processes and use of standard procedures and appropriate templates.

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- Support Network member organizations to develop and maintain a system for standardized and organization-wide monitoring, evaluation and learning.
- Lead the process of documentation and management of programme knowledge including compilation of standard periodic and continuous project and programme reports for use by various stakeholders.
- Prepare periodic publications like newsletters and provide information for websites and social media platforms to popularize the work of EADEN and Network member organizations.
- Provide technical input during project design, results framework development and budgeting for M&E activities.
- Support the office of the Executive Director on matters of partnership development and strengthening within and outside the EADEN's network.
- Guide the process of mainstreaming all cross-cutting issues including gender, climate change, Environment, HIV/AIDS, PWD's in all aspects of EADEN's programming both at Secretariat and member organization level.
- Spearhead the process of designing and conducting periodic planning and review activities, research studies and surveys in line with programmatic and strategic interests of EADEN.
- Dissemination of programme and study results to different stakeholders including donors, the Program Management Committee, member organizations, Local Government Officials and beneficiaries in suitable formats.
- Develop key performance Indicators (KPIs) to measure results achieved by EADEN's programs/projects and routinely review progress against the set indicators.
- Develop data collection tools and reporting forms based on the KPIs for effective and timely collection and reporting of results.
- Provide leadership and oversight in planning and conducting baseline, midterm and end of term project/programme evaluations.
- Undertake any other official duties as assigned by the Executive Director.

Qualifications and experience

- Should have at least an Honors Degree in Development Economics, Agricultural Economics, Statistics, Project planning and Management or related field.
- Must have a Postgraduate qualification in Monitoring and Evaluation.
- At least four years' experience in spearheading monitoring and evaluation activities for development programmes or civil society organizations.
- Experience in implementing organization-wide systems of international importance, consortia or network organizations.
- Experience in working in multi-cultural teams and multi-ethnic communities.
- Knowledge or relational databases to store, display, manipulate data and create reports and dashboards.

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- Knowledge in use of statistical packages for data analysis is strongly required.
- An advanced degree or Post graduate diploma in information systems, computer science, project planning and management will be an added advantage.

Skills and Attributes

- Ability to work in teams of multi-cultural set up.
- Strong management and administrative.
- Excellent written and spoken English language.
- Strong research and analysis skills.
- Result-oriented with minimum supervision.
- Effective negotiation, communication and interpersonal skills.
- Strong problem-solving and innovative skills.
- Ability and flexibility to move to field and travel long distances.

How to Apply

Submit your cover letter (with passport photo attached), resume and relevant supporting documents to:

**The Executive Director,
Eastern Archdiocesan Development Network (EADEN)
Kwapa Road, Nyagole, Tororo Municipality
P.O Box 182, Tororo**

You can submit either by hand-delivery to EADEN Head Office on Kwapa Road, Nyagole, **Tororo Municipality** next to Caritas Tororo Office or in Iganga, on plot 24 Lubas road, Off Kaliro road, or email to: hr@eaden.org. Deadline for submission is 31st. March 2021 at 5:00PM EAT.

Check www.eaden.org for details

PLEASE NOTE:

- Those applying through e-mail should only send Cover letter, Resume and copy of National ID
- Only shortlisted applicants will be contacted
- EADEN is an Equal Opportunity Employer; both Men and Women are encouraged to apply
- EADEN has zero tolerance for corruption and fraud. Any form of such tendencies and unnecessary solicitations/pressures to/from staff or key EADEN stakeholders will lead to automatic disqualification at any stage, even when discovered after appointment.
- Successful candidate should be ready to commence duty by 1st April 2021

Our Motto: In Truth We Serve God and All Creation!