



## Position Announcement: Monitoring and Evaluation (M&E) Officer

**Number of Vacancies: 1**

**Location: Kabul – Afghanistan**

### About the Role:

We are currently seeking an experienced and dynamic Monitoring and Evaluation (M&E) Officer to join our team. M&E Officer is responsible for collecting, checking, and analysing project data from the field and provincial office. The candidate will be responsible to provide narrative and graphical reports of the supervisor. Responsible for the Data Management Unit in terms of data collection, entry, compilation, analysis, dissemination and reporting. The successful candidate will possess a deep understanding of coordination and team work modelling, and CRUX regulations, ensuring our activities are both viable and compliant with best practices.

### Key Responsibilities:

- Participate in developing appropriate M&E tools for data collection for specific projects.
- Update, maintain project indicator tracking system to measure progress against milestones and plan.
- Collect success stories, testimonials, photos, feedbacks on CRUX's activities to various clients.
- Plan and carry out regular and systematic monitoring visits to monitor activities on site.
- Oversee the process of ensuring data quality and integrity by periodically conducting field visits and spot checks to verify data and investigate any data anomalies.
- Ensures the filing of soft and hard copies of all M&E data collected from site is organised.
- Contribute to monitoring and project performance reports highlighting program activities.
- Attend training and meetings (usually virtual; and potentially in person where possible);
- Provide inputs for reports to senior management and clients.
- Perform any other related duties as required by supervisor.

### Required Qualifications:

#### Education:

- Minimum a Bachelor Degree and preferably a Master's Degree in Project Management, Data Management, Economics, Business Administration, Economic Development
- Expertise in utilising advance analytical and data collection software such as Power BI, SPSS, KoBo.

#### Experience:

- Strong experience in data management and conduct evaluation or assessment.
- Experience in reviewing, cleaning and compiling data from multiple sources.
- Experience in developing analytical and visually attractive reports.
- At least 5 years of relevant work experience.
- Good Coordination and Communication Skills.
- Good Delegation, Prioritization and Problem-Solving skills.
- Excellent follow up skills with internal and external stakeholders.
- Great Knowledge of Literacy, Educational, capacity building Programs.
- Able to handle pressure and workload.
- Great understanding of government laws, procedure and bureaucracy.

**Skills:**

- Analytical Tools.
- Data Collections Tools.
- Project Management.
- Power BI, SPSS, Tableau, KoBo, or other data management tools.

**How to Apply:**

Submit your resume, cover letter, and any relevant certifications to [hr@cruxafc.com](mailto:hr@cruxafc.com) with “**Monitoring and Evaluation (M&E) Officer Application**” as the subject.

**Deadline for Application:**

28 April 2024.