

<b>Job Title</b>	<b>MONITORING &amp; EVALUATION ANALYST</b>
<b>Directorate</b>	<b>PLANNING, RESEARCH AND DEVELOPMENT</b>
<b>Department</b>	<b>PLANNING, STRATEGY AND PERFORMANCE</b>
<b>Reporting to</b>	<b>MANAGER PLANNING, STRATEGY &amp; PERFORMANCE</b>
<b>Salary Grade</b>	<b>N5</b>
<b>Jobs that report to this role</b>	N/A
<b>Job Purpose</b>	
To facilitate the implementation of the NITA-U M&E Plan and the establishment of a corresponding M&E systems.	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Identify priority Monitoring and Evaluation requirements in line with planned and on-going Projects, Initiatives, Policies, Strategies, Plans and Undertakings in liaison with the different Directorates and Project Managers;</li> <li>• Develop an Organizational Monitoring and Evaluation Calendar to provide a tentative schedule of major M&amp;E activities, including results tracking tools established to enable effective and efficient M&amp;E activities;</li> <li>• Participate in the development of SMART output, outcome and impact indicators for measurement of business activity performance;</li> <li>• Analysis of the specific data requirements and reliable sources for NITA-U output, outcome and impact indicators;</li> <li>• Develop M &amp; E tools and Systems to facilitate M &amp; E activities</li> <li>• Undertake M &amp; E activities in line with the M &amp; E Calendar and report findings</li> <li>• Perform any other duties that may be assigned from time to time.</li> </ul>	
<b>Position Requirements</b>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>• A Minimum of a Bachelor's Degree in Economics, Planning Monitoring and Evaluation and Statistics or their equivalent;</li> <li>• A Master's Degree in Economic Policy and Development Planning, Planning, Monitoring and Evaluation, Statistics, or a closely related field is an added advantage;</li> <li>• Certification in Planning/ Strategic Planning such as Balanced Scorecard, AICP, and Certified Planner, Monitoring and Evaluation is an added advantage;</li> <li>• Formal certifications/ qualifications in Computer Science/ Information Technology is an added advantage.</li> </ul>	
<b>Experience</b>	
a) A Minimum of three (3) years' experience in Monitoring and Evaluation in a reputable Public or Private Organization;	
<b>Technical Expertise</b>	
<ul style="list-style-type: none"> <li>• Analytical skills and competencies</li> <li>• Monitoring and Evaluation</li> <li>• Documentation and report writing</li> </ul>	