

Job Title	Monitoring & Evaluation Analyst
Directorate	Planning, Research, and Development
Department	Planning, Strategy, and Performance
Reporting to	Manager Planning, Strategy & Performance
Salary Grade	N5
Jobs that report to this role	N/A
Job Purpose	
To facilitate the implementation of NITA-U's Monitoring & Evaluation (M&E) Plan and oversee the establishment, maintenance, and continuous improvement of institutional M&E systems.	
Key Accountabilities	
<ul style="list-style-type: none"> a) Establish and maintain a robust M&E system aligned with national frameworks and NITA-U's institutional strategies to support performance tracking and reporting. b) Support planning and budgeting processes to ensure alignment with the M&E framework, the National Development Plan, and institutional performance targets. c) Support the development and tracking of SMART indicators for projects, programs, and institutional strategies to measure outputs, outcomes, and impacts. d) Collect, validate, and analyse performance monitoring data to assess progress, identify gaps, and generate evidence for informed decision making. e) Prepare and disseminate periodic M&E reports (quarterly, semi-annual, and annual) with key performance insights to inform decision-making. f) Conduct and support evaluations of key NITA-U strategies, programs, and projects to assess their relevance, effectiveness, results, and impact. g) Build staff and stakeholder capacity in M&E tools, frameworks, and results-based performance management while promoting a culture of learning and evidence-based decision-making h) Any other duties that may be assigned from time to time. 	
Position Requirements	
Education	
<ul style="list-style-type: none"> a) A Minimum of a Bachelor's Degree in Monitoring & Evaluation, Statistics, Economics, or related field; b) A post-graduate diploma in Monitoring and Evaluation is an added advantage. c) Membership in the Uganda Evaluation Association is an added advantage 	
Experience	
<ul style="list-style-type: none"> a) A Minimum of four (04) years' experience in Monitoring and Evaluation in a reputable Public or Private Organization; 	

Technical Expertise

- a) Excellent computer skills, including MS Word, PowerPoint, Excel, online data collection tools (e.g., Kobo, ODK), and statistical analysis software (e.g., SPSS, STATA).
- b) Experience in designing, implementing, and managing digital M&E systems, dashboards, and online data collection platforms.
- c) Strong understanding of Uganda's National M&E Policy, Results Frameworks, and development planning architecture.
- d) Demonstrated analytical, report writing, and presentation skills.

Nature and Scope**Interpersonal Skills**

- a) Strong communication skills for effective dialogue and collaboration.
- b) Demonstrates organized, methodical, and solution-oriented work approaches.
- c) Proficient in using standard systems, tools, and applications to support M&E processes.
- d) Actively identifies and pursues personal and professional development opportunities.
- e) Adheres to the code of conduct, ethics, organizational standards, and health and safety regulations.
- f) Observes and applies personal security practices in line with organizational policies.

Level of responsibility

- a) No direct supervision of others;