

MONITORING AND EVALUATION MANAGER

BACKGROUND

Uganda Coffee Development Authority (UCDA) is a public Authority established by an Act of Parliament mandated to regulate, promote and oversee the quality of coffee along the entire value chain, support research and development, promote production, and improve the marketing of coffee to optimize earnings for coffee stakeholders and the country.

UCDA's Vision is '**An Inclusive, Transformative and Sustainable Coffee Industry**' and its mission is "**To increase quality coffee production, productivity, value addition, marketing and consumption**". Its core values are; **Client focus, Teamwork, Integrity and Professionalism**.

In order to achieve its mandate, UCDA is desirous of recruiting a motivated and competent individual to fill the following vacant position;

JOB TITLE:	MONITORING AND EVALUATION MANAGER
DIRECTORATE:	STRATEGY AND BUSINESS DEVELOPMENT
DEPARTMENT:	MONITORING AND EVALUATION
DUTY STATION:	KAMPALA
REPORTS TO:	DIRECTOR STRATEGY AND BUSINESS DEVELOPMENT

JOB SUMMARY: To provide oversight and strengthen UCDA's monitoring and evaluation function and capacity, ensure key programs and activities are being implemented efficiently, and measure UCDA's program's outcomes (including qualitative and quantitative assessments) in order to determine if progress is being made in achieving expected results.

KEY RESULT AREAS

1. Technical guidance in the Monitoring and Evaluation Function

- Develop, review and monitor the implementation of a Monitoring and Evaluation system and framework for the Authority;
- Provide advice and clarity on UCDA programme and project objectives, indicators and targets;
- Provide supervisory oversight in tracking and assessment of performance / progress towards set outcomes as well as cost-effectiveness in implementation;
- Design and regularly review monitoring and evaluation tools to facilitate objective measurement of indicators;
- Ensuring that the methodologies and tools proposed to measure the programs impact are consistent and that data are systematically tracked and reported.

- Monitor data quality and management throughout the processes of collection, collation, storage, analysis, and reporting, including database systems.
- Conduct programme analysis, both at impact level and outcome level, in order to capture lessons learned and ensure that risks are properly monitored;
- Review and provide advice on proposed operational policies, strategies, and operational programs in light of monitoring and evaluation findings.
- Managing special studies to document program outcomes.

2. Planning and Budgeting

- Prepare the annual budget, work plans and procurement plans for the Monitoring and Evaluation Department and monitor their implementation.
- Provide technical support during the development of UCDA's annual Budget and work plans, and participate in the planning and budgeting activities especially in regard to M&E activities.

3. Knowledge management and information

- Prepare and present UCDA Programs' accomplishments, impacts and activities to Government representatives, and coffee subsector stakeholders.
- Guide reporting processes amongst technical staff.
- Prepare consolidated program performance / progress reports for Management to submit to the relevant bodies, in accordance with approved reporting formats and timing.
- Create and update a data bank on UCDA monitoring and evaluation activities;
- Develop systems and frameworks for learning, feedback, and knowledge sharing on achievements and lessons learned among the UCDA officials and stakeholders.
- Participate in senior management meetings and decision-making, as necessary.

4. Capacity Building in M&E

- Lead, design, and deliver capacity-building trainings for both M&E Staff and the rest of the UCDA staff, to promote shared accountability for results.
- Support users of the M&E system by conducting training, providing information and resolving problems
- Ensure full understanding and implementation of M&E guidelines by UCDA staff.

5. People Management and staff capacity-building

- Provide effective supervisory guidance to direct reports and functional guidance as necessary.
- Manage and coach the departmental team to retain high caliber staff for better delivery of services.
- Ensure organizational policy is adhered to by Monitoring and Evaluation Department

- Design and lead regular capacity-building initiatives across the organization, ensuring that programme staff are able to use M&E systems to assess progress, identify challenges/opportunities and take action

6. To carry out any other duties that may be assigned by the Management

QUALIFICATIONS AND EXPERIENCE:

The ideal candidate must have;

1. An Honors degree in either Economics and Statistics, or Economics, or Statistics, or Agricultural Economics, or its equivalent from a recognised University.
2. Master's degree in Monitoring and Evaluation or relevant field.
3. At least 7 years' relevant working experience in designing and implementing monitoring and evaluation systems and frameworks, three (3) years of which must have been at a managerial level in a reputable public or private organisation.
4. Working experience with Geographical Information Systems (GIS) will be an added advantage.
5. Experience in building capacity in performance and impact measurement within organisations

COMPETENCES AND SKILLS

Must have;

1. Demonstrated ability to design and manage M&E activities.
2. Demonstrated ability to lead and manage a diverse team, and a strong team player with excellent interpersonal skills.
3. Knowledge of statistical analysis software and skills in quantitative and qualitative data collection and analysis.
4. Knowledge of using web based data systems
5. Strong written and oral communication skills with a demonstrated ability to review, synthesize information and produce quality reports
6. Experience with evaluating and reporting on results for Government Programs and projects.

HOW TO APPLY

1. Follow the following link below to access the available positions:
<https://mis.ugandacoffee.go.ug/cportal/career>
2. Signup before applying for the vacancy in case you don't have any existing account and under **User Type**, select **Others**.
3. Identify the vacancy that interests you and click **“Apply for this Vacancy”**
4. Fill the Application Form and follow the prompts accordingly.
5. Upload Curriculum Vitae, Academic and Professional Certificates as a single Document of maximum size **2MB**, in Portable Document Format (pdf).

In case you have any further questions about the role, contact us on
ucda_hr@ugandacoffee.go.ug

Please note the deadline for applications is **17th March 2023**.
Only shortlisted candidates will be contacted.

TERMS OF EMPLOYMENT

The holders of these positions will be offered contracts subject to the Ministry of Public Service Guidelines on Rationalization of Government Agencies and Public Expenditure Exercise.