



Date: 28th August 2020

NOREC EXCHANGE PROGRAMME – CALL FOR APPLICATIONS

FAWE Uganda Chapter, a Non-Governmental Organization, was launched in February 1997 as part of a bigger network of 34 FAWE National Chapters across Africa with a primary aim of addressing gender disparities in education that manifested through low rates of access to education, retention, performance and completion for girls.

FAWEU's mission is to promote gender equity and equality in education in Uganda by influencing policies and nurturing positive practices and attitudes towards girl education.

FAWE with funding from NOREC will operate a 17 months exchange programme to promote cross-network learning, strengthen the FAWE infrastructure and consistency of practice within the FAWE network, enhance individual competencies as well as improve institutional capacity. Consequent to this, four FAWE National Chapters (Malawi, Uganda, Zambia, Tanzania), and the Regional Secretariat in Nairobi will provide exchange opportunity to young talented individuals for a period of 17 months. The age limit for participants is 35 years. The applicants must be ready to live and work in any of the mentioned countries for the stated period.

FAWEU therefore seeks to engage young people, preferably from the FAWEU network who meet technical competences in **Monitoring and Evaluation**, and **Governance and Leadership Management** to be sent to one of the countries mentioned in below:

1. Position: Monitoring, Evaluation and Learning (MEAL) Volunteer (1)

Reporting: MEAL Specialist

Location: FAWE Zambia

Work type: Full Time

Duration of Contract: 17 Months

Job Purpose

The MEAL Officer will be responsible for development and implementation of M&E plans to ensure accurate monitoring; analysis of programme/project performance; and reporting in line with the organization's Strategic Objectives. The position holder will also facilitate effective mainstreaming of Monitoring, Evaluation and Learning in all the Programmes / projects as well as ensuring wide sharing and dissemination of accurate and up to date data on key programmatic/project priorities, internally and externally.

Key Duties and Responsibilities

- Continuously develop and improve the organization's Monitoring, Evaluation & Learning system, tools, guidelines, information dissemination and data analysis procedures, to be used on various programmes / Projects.
- Develop Monitoring, Evaluation and Learning frameworks for new programmes and review the same for existing ones across the organization's network.
- Establish, maintain and provide oversights on Programme / Project data base management.
- Review project reports from Programme Officers before submission to Management.
- Monitor and evaluate the performance of the organization's programmes/projects within the framework of results-based management.
- Contribute to quarterly progress reports, document the impact of the organization's programmes, and ensure that lessons learned are incorporated into FAWE's programme management process, in collaboration with the respective Programme Officers.
- Provide advisory support on the implementation and management of recording and lesson sharing methods at Programme and National levels to promote learning across programmes and contributing to an overall impact assessment framework.
- In collaboration with the Programme staff, ensure that the organization's periodic work plans and programmes are developed using a results-based perspective and that M, E & L are integrated into the entire programme cycle.
- Work with the National Chapter M, E & L staff, analyze, maintain and supply evidence emerging from programme / Project experience, and feeding this back into future programming.
- Draft TORs for consultants and coordinate baseline, mid-term and end line studies, external reviews and evaluations of the organization's work.
- Organize internal and external training workshops, information sharing sessions, and seminars to build M, E & L capacity of programme and M, E & L staff throughout the organization's network on new updates and methods in maintaining an effective M, E & L system.
- Perform any other duties as may be assigned by management

Qualifications, Skills and Experience

- A Bachelor's Degree in Statistics, Demographics, Monitoring and Evaluation, Project Planning and Management, Social Sciences, Project Planning and Management, Development Studies or other related field is essential from a recognized university.
- A minimum of two years' experience in Monitoring and Evaluation related work in a reputable organization.
- Skills in Statistical Packages and other software
- Demonstrated understanding of current monitoring, evaluation, accountability and learning practices
- Proven strategic and implementation ability with strong conceptual and analytical skills for planning, monitoring, impact assessment and learning
- Proven ability to lead and work effectively with others to achieve results with strong people leadership skills and abilities
- Demonstrated understanding of concepts and application in organizational learning and knowledge management
- Proven report writing skills.
- Excellent Communication skills

2. Monitoring, Evaluation and Learning (MEAL) Volunteer (1)

Reporting:	MEAL Specialist
Location:	FAWE Regional Secretariat (RS) Nairobi
Work type:	Full Time
Duration of Contract:	17 Months

Job Purpose

The candidate will support FAWE RS in enhancing monitoring and evaluation functions in order to improve programmes data to ensure efficiency and effectiveness of the interventions. The role includes supporting learning and accountability at FAWE Regional Secretariat level as well as the entire network. Reporting;

The Monitoring and Evaluation Volunteer will report to the Knowledge Management Officer.

Roles and responsibilities

- Develop and manage programme Monitoring, Evaluation, Accountability and lessons Learning systems.
- Support in driving the implementation operationalization of FAWE's online M&E system across the FAWE networks.
- Support in coordinating programme review/reflection meetings from which he/she develops and report on lessons learnt and best practices from implementation.
- Support in orienting the FAWE National Chapters online Monitoring and Evaluation operations and functionality.
- Support the planning and executing of monitoring activities, including periodic field monitoring visits.
- Work closely with head of M&E, to select programme key indicators and develop quality M&E reports regularly.
- Work with resource mobilization team in developing programme M&E framework and Project Management Plans.
- Work in collaboration with the finance unit in budget tracking for efficiency.
- Work with selected National Chapters to operationalize mobile data collection system
- Develop a database for all FAWE Models

Qualifications and Experience

- Bachelor Degree in statistics, Monitoring and evaluation, Project Management and planning, social sciences or related field or equivalent experience.
- Have a minimum of 2 years of work experience in related field or sector; education or gender fields highly preferred. International NGO experience is an advantage
- Experience in M&E in NGOs is desirable especially in the education sector.
- Proven expertise in quantitative and qualitative research and data handling methodologies and analysis highly desirable.

Personal Attributes

- Good report writing skills and experience in handling both qualitative and quantitative data.
- Good command of Excel and PowerPoint presentation is a must
- Experience in mobile data handling techniques is highly desirable
- Must be willing and able to travel periodically
- Good communication skills
- A good team player

3. Position: Governance and Leadership Management Volunteer (1)

Reporting:	Executive Director
Location:	FAWE Tanzania Chapter
Work type:	Full time
Duration of Contract:	17 Months

Job Purpose

The Governance and Leadership Management officer will play a key role in the development and implementation of FAWETZ's governance activities in order to establish systems that would ensure efficiency and effectiveness in programme work and organisational functions. The officer will also support the FAWE Tanzania Secretariat to manage the Organizational Development Function and to support with strategies to grow and manage the membership. Nevertheless, the Officer will play a leading role to ensure that the new board is elected, inducted and effective

Key Duties and Responsibilities

- Work hand in hand with Resource Mobilization Officer to organize and ensure the AGM (Election Meeting) is conducted and the strong, efficient and effective Board is in place
- Continue to develop an efficient and effective Governance Strategy and action plan for FAWETZ
- Lead the implementation of an effective Organizational Development Strategy, which supports the achievement of the FAWETZ objectives and ensures team work to improve performance and communication.
- Review and strengthen systems to ensure efficient and effective linkages and communication between FAWETZ Board and management at the Secretariat
- Develop a performance reward strategy and oversee the implementation, management and maintenance of compensation and benefits policies and practices; maintenance and development of the salary framework
- Carry out training needs assessment for staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the individual and organization
- Maintain and update a database of current and potential members to ensure full participation of members and outreach for new membership and alumni.
- Develop innovative approaches in mobilizing new members and maintaining current membership;
- Any other tasks that may be required by the chapter

Qualifications, Skills and Experience

- University degree in Social Work, Economics, Development Studies or a related development field is mandatory. An advanced (post graduate) qualification in development, management, or a related development field is desirable;
- A minimum of five years of relevant professional experience in a related field and in non-profit governance
- Proven track record in outreach activities and establishment of membership systems;
- Fluency in English and knowledge of some Swahili

Key requirements

- A strong awareness of current issues in governance and organizational development of non-profit organizations;
- Excellent networking and partnership building skills with experience in networking with local and international NGOs, CSOs, donors, Ministry-level partners, and other organizations; Extensive knowledge in Programme planning, design development and management;
- Proven ability to work collaboratively in a multidisciplinary team environment;
- Dynamic, self-motivated and be able to work independently; Team builder and Team player
- Proven computer skills and knowledge of Microsoft software including MS Word processing, Power Point presentation, Excel spreadsheets, e-mail and web based research; will be an added advantage;
- Excellent writing skills.

How to apply

All suitably qualified and interested individuals should send their applications including curriculum vitae and copies of academic documents to;

The Human Resource and Administration Manager

FAWE Uganda Chapter

Plot 328, Magulu Close

Off Bukoto-Kisaasi Road

P.O Box 24117

Kampala

E-mail: ipmutesasira@faweuganda.org or npercy2000@gmail.com or fawe@faweuganda.org

Deadline: 11th September 2020 at 4:30 pm

Only shortlisted applicants will be contacted

Note: Preference shall be given to FAWE Uganda affiliates.