

## **FHI 360 - Mobile Solutions, Technical Assistance and Research (mSTAR) Project Monitoring and Evaluation (M&E) Officer – Position Description**

The M&E Officer will support the M&E Specialist in monitoring and evaluation of mSTAR project objectives in Liberia. The M&E Officer will assist various efforts including data collection, conducting structured phone surveys with project beneficiaries, data entry using “**Open Data Kit**” (ODK), coordination and implementing the performance monitoring plans for the project. S/he will support the mSTAR team with M&E activities in the head office in Monrovia and during mobile money enrollment events in the counties and may attend county-based events as well. The M&E Officer will regularly correspond with and report to mSTAR M&E and project staff based in Washington, D.C.

### **Key responsibilities of the M&E Officer will include, but will not be limited to:**

- Assist M&E Specialist in successful monitoring and evaluation of mobile money enrollment events and ensure that all registration forms are up to date.
- Assist the M&E Specialist in the organization of research activities such as special studies, focus group discussions and surveys.
- Conduct structured phone surveys with project beneficiaries using Open Data Kit (ODK) tablets.
- Data entry and quality monitoring using ODK, spreadsheets and other tools.
- Attend county-based events as assigned, at times requiring one to two weeks of field-based work.
- Work with the technical staff to conduct paper surveys as requested.
- Ensure the collection and entry of quality data during and between enrollment events
- Assist M&E Specialist in preparing data for integration into quarterly reports for USAID, FHI 360 headquarters and stakeholders including the Government of Liberia.
- Organize and maintain project’s M&E files and documents.
- Build and maintain positive working relationships with project stakeholders including CSA, MOH, MOE and mobile money providers, etc.
- Adhere to project reporting procedures and schedules to ensure data is available for regular and ad hoc reports.
- Other duties as assigned.

### **Required Qualifications and Competencies:**

- Experience working with monitoring and evaluation team.
- Experience conducting paper and phone surveys.
- Experience working with ODK is an added advantage.
- Proficient in data entry.

- BA in economics, sociology, business or relevant M&E field
- Must be able to read, write, and speak fluent English.
- Must be willing to travel domestically, including to rural areas of Liberia, up to 50%.
- Must be flexible, have a team mentality and ability to prioritize and balance a variety of tasks.
- Ability to meet deadlines and communicate with manager to prioritize work.

**Application Instructions:**

All applications should be address to [nbondi@fhi360.org](mailto:nbondi@fhi360.org) by **Wednesday, 25<sup>th</sup> October 2017**. Please indicate in the subject line of the email: “mSTAR/Liberia Monitoring & Evaluation Officer”

**Applications must include an up-to-date CV including contact information for three (3) professional referees – preferably former or current employer(s).**

**Please Note:** ONLY electronic applications will be accepted and only short-listed candidates will be contacted.

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