



**YSAT**  
EMPOWERING YOUTH  
GENERATIONS

**Youth Social Advocacy Team**  
P.O.Box 661,  
Central Division,  
Arua City

**Office**  
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Field Office: Imvepi Settlement Base Camp  
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## JOB ADVERT

REF: YSAT/UG/AR/CFA/2024/011

**Job Title:** Monitoring, Evaluation, Accountability and Learning (MEAL) Officer  
**Duty Station:** Rhino Camp HQ  
**Reports to:** Director of Programs  
**Position Open Date:** 18<sup>th</sup> /April /2024  
**Closing Date:** 30<sup>th</sup> /April/2024  
**Expected Start Date:** As Soon as Possible  
**Contract Duration:** 8 Months (Possible Extension)

**Youth Social Advocacy Team (YSAT)** is a refugee-led non-profit Organisation with a Mission to Promote Peaceful Communities by tackling barriers to education, hunger and root causes of violent conflicts. We envision a self-sustained and Violence-free Communities in displaced settings

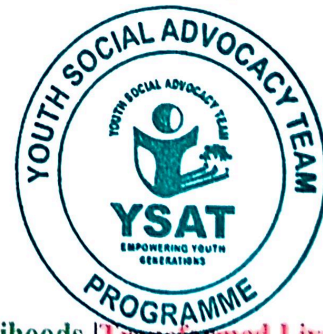
Founded in July 2017, YSAT is registered with National Bureau for Non - Governmental Organizations Reg. No. **R4743** as a Regional NGO with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

YSAT currently implements its Projects in West Nile Refugee Operations on areas of Education In Emergencies, Protection, Peace Building, Food Security and Livelihoods, Environment and Energy thanks to the generous support from the Government of Uganda through **Office of Prime Minister**, UNHCR and the Local Communities of both refugees and host community leadership.

### Purpose of the position:

The Monitoring and Evaluation Accountability and Learning (MEAL) Officer will play a key role in ensuring that all YSAT program activities are effectively monitored and evaluated to meet the organization's objectives. He/she will be responsible for designing and implementing monitoring and evaluation frameworks of YSAT projects to ensure qualitative and quantitative evidences are gathered from activities. The MEAL Officer will collect and analyze data and ensures that lessons learned are documented and shared. He/she will provide technical assistance to the project staff and beneficiaries, particularly in relation to monitoring and reporting.

### Duties and Responsibilities:





### 1. M&E System Design: (15%)

- a. Actively participates in the development of an M&E system and tools to enable all projects to collect, aggregate and support analysis of data.
- b. Assists project teams on the choice of indicators and development of a monitoring plan.
- c. Works with staff to develop and standardize survey tools and other data collection forms for community-based discussions, activity planning and processes within project/program and stakeholders.
- d. Participates in the development of project proposals through the provision of technical expertise using standard formats.
- e. Proposes implementation targets with monitoring and evaluation indicators.
- f. Implements qualitative and quantitative data collection methodologies.
- g. Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures
- h. Lead efforts in reviewing existing evaluation approach and to promote more rigorous and impact-oriented evaluation design
- i. Support and engage in the design and management of constructive information feedback loops to inform program design

### 2. Monitoring Program Implementation (40%):

- a. Supervises the implementation of the M&E system, M&E tools, and project monitoring plans, including training and support in data analysis and usage.
- b. Supports staff, partners and beneficiaries and ensures that they receive adequate feedback on progress on YSAT programs.
- c. Documents performance of the project against targets with special responsibility to qualitative and quantitative indicators and ensure reporting requirements are met.
- d. Supervise and coordinate application of monitoring tools to track program performance in line with the Theory of Change and the M&E Plan
- e. Offer leadership and technical support to YSAT field staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data
- f. Manage and conduct qualitative monitoring among program beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies
- g. Establish an inquisitive learning culture within YSAT through leading the capacity building efforts in M&E Department for all staff to report effectively.

### 3. Data Management (25%)

- a. Coordinate the analysis of real-time program monitoring data collected through Survey CTO, Kobo Collect and Smartphone Applications on a weekly, Monthly and termly basis (Quarterly)
- b. Lead and conduct analysis of quantitative data as well as qualitative data on all program inputs, outputs and outcomes as per YSAT Project design.
- c. Compile and publish quantitative and qualitative monitoring results in visually-attractive Monitoring Reports for internal and external audiences
- d. Support the M&E Team to respond to Senior Management or donor data queries in an accurate and timely manner

### 4. Impact Evaluation (20%)

- a. Lead the process of designing, piloting and validating quantitative and qualitative evaluation tools.
- b. Oversee and supervise the coordination of impact survey administration and





- implementation.
- c. Design data analysis in line with YSAT's Theory of Change and conduct impact data analysis on YSAT's program outcomes.
- d. Elaborate and design Impact Reports based on impact evaluation results according to YSAT's Senior Management needs.

#### 5. Proposal Development

- Participates in project proposal development by providing relevant and well analyzed qualitative and quantitative data.
- Support the development of Proposal result frameworks for individual or joint proposals
- Support any required needs assessment collectively or individually for YSAT proposals

#### 6. Reporting

- Prepares monitoring and evaluation report for the project/program.
- Prepares and submit monthly evaluation reports for each project including the mid-term and end of project/project reports.

#### 7. Key Performance Indicators:

- a. Appropriate monitoring and evaluation systems in place
- b. Monitoring and evaluation tools in place
- c. Timely Midterm and end line, baseline assessments and evaluations.
- d. Accurate analysis of data.
- e. Timely reporting.



#### Desired Qualifications/Skills/Experiences

##### Essential:

- Bachelor's degree in quantitative discipline (preferably in Social Science, Economics, or Statistics)
- At least 3 years of professional experience in the field of Monitoring and Evaluation
- Knowledge of major quantitative & qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools
- Extensive knowledge in (quasi-) experimental program evaluation designs
- Excellent coordination and communication skills gained through experience in the supervision of field staff
- Broad experience in the design and implementation of capacity building activities in M&E
- High level of proficiency in Windows Excel and/ or Statistical Software (SPSS, STATA)
- Advanced skills in data analysis presentation and report writing
- Excellent analytical skills combined with a proactive, energetic approach to problem solving.

#### Personal Competencies

In order to thrive at YSAT, a candidate must:

- Being proactively self-engaged in research and innovations in the field of M&E
- Excel in an entrepreneurial, rapidly-growing and independent environment with minimal



- supervision
- Eagerly jump on opportunities to exceed expectations and solve new challenges autonomously
- Exhibit commitment to the professional development of him/herself, developing new skills whenever necessary



### Work Relationship

Internal (within YSAT Offices)	External (Outside Office)
<ul style="list-style-type: none"> <li>All Program Teams</li> </ul>	Persons of Concerns
<ul style="list-style-type: none"> <li>Head of Projects</li> </ul>	MEAL focal persons from YSAT Partners
	External Stakeholders (OPM/UNHCR/District)

### APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 3 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office via: [recruitment@youthsat.org](mailto:recruitment@youthsat.org) | [admin@youthsat.org](mailto:admin@youthsat.org)

OR, drop **Hard copy applications** and CVs/Resume to **YSAT Coordination Office in Arua**, Plot No.46. Nsambya North Cell, Windiri Crescent Road (Water Supply) plot No.12E, P.O.Box 661, Central Division, **Arua City** or **Rhino Camp Head Office in Ocea "A"** Behind Catholic Church of Host Community in Ocea Village.

**Deadline for receiving applications is 30<sup>th</sup> of April 2024 at 05:00PM (EAT)**

**YSAT is an equal opportunity Employer**, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background or political affiliation. This position is open to both **Refugees** and **Ugandan Nationals** who have Competent and Working experiences in the Related field of Monitoring, Evaluation, Accountability and Learning (MEAL) for experience sharing.

**Qualified female candidates, Persons with disabilities are STRONGLY encouraged to apply and will be highly PRIORITIZED!**

YSAT is committed to **Zero Tolerance** for **Fraud, Corruption & ALL** forms of Exploitation while providing Humanitarian Services, **NO** Applicant should be required to pay for our services including application for this job opportunity, please report any suspected misconduct to: [complaintsfeedback@youthsat.org](mailto:complaintsfeedback@youthsat.org) | Call **0776443727** to report

**Please note:**

1. Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline.**
3. Submitted copies of academic documents will **NOT** be returned to the applicant after reviewing them.
4. Please note incomplete applications will not be considered for shortlisting.