Monitoring and Evaluation (M&E)/Database Officer
Report to: Program Manager
Duty Station: Monrovia with frequent travel to Bases.

Date of issue: March 5, 2014

Background
Samaritan’s Purse is a faith-based international NGO providing spiritual and physical aid to hurting people around the world. Samaritan’s Purse Liberia (SPL) has been actively involved in the post-war recovery process since 2003. SP-Liberia programs include agriculture, literacy, gender, child protection, orphans and vulnerable children, HIV/AIDS, community health, maternal & child nutrition and ministry. With a wide range of Programs in place, SPL seeks an M&E/Database Officer who will manage the Agriculture Sector Database, monitor and evaluate the Livestock project’s key indicators, but also work closely with the Program Development Unit (PDU), Coordinators and Project Managers in tracking indicators, measuring impact, maintaining database, and ensuring compliance with donor and SPL guidelines. The position is based in Monrovia with frequent travel to field sites as needed.

Responsibilities
The position reports directly to the Program Manager but will receive support from the Program Development unit (PDU). The Monitoring and Evaluation/Database Officer will:

- Help to maintain the sector’s central database for past, present and future projects;
- Help to maintain the sector’s central database as new projects or updates arise;
- Help to maintain reporting schedule as new Projects or updates arise;
- Work to improve data use, systems, dissemination, and general management;
- Collaborate with the Project Manager, Coordinators and staff to develop monitoring plans, ensure relevant data collection, and verify data;
- Assist in capacity building of project staff around M&E and database management, including trainings, workshops, and one-on-one time as needed;
- Provide M&E technical support and guidance to the Project Manager, coordinators and project staff through site visits and monthly meetings with the Project Manager to review logical frameworks, update database information, assess successes and challenges, and recommend next steps or program or data collection modifications;
- Ensure information dissemination and coordination between the Project Manager, Coordinators and project staff around data, lessons learned, progress, reports, etc.;
- Contribute to and participate in program assessments and evaluations;
- Ensure accurate reports are submitted to SPL office, government stakeholders, and donors based on reliable data and in a timely manner;
- Establish healthy relationships with partners, government, donors, and other stakeholders, including assistance with submission of reports/updates, and general liaising, where needed;
- Promote compliance of program activities with proposal, work plan, budget, and donor rules and regulations;
- Assist with other tasks in the Agriculture Sector as needed.
Requirements

- Degree in social sciences, economics, statistics, or accounting preferred;
- Experience in database development, monitoring, evaluation, database management, capacity-building, and/or program support preferred;
- Excellent analytical, computer, and communication skills;
- Positive attitude;
- Excellent problem solving, creativity, and critical thinking skills;
- Good knowledge of Microsoft Access, Excel and Word;
- Knowledge of logical frameworks, M&E tools and Database development is a plus;
- Compliance with SPL mission and below core values and competencies.

Core values and competencies

**Integrity:** The M&E support officer should be honest and respectful; s/he should be prepared to report any incidences of misconduct, including suspicion of theft or misuse of project resources.

**Professionalism:** Respect the employer and fellow employees at all times; hard work and motivation to excel are expected; focus on the tasks at hand with attention to detail and achievement of intended results; show pride in work and positive attitude under pressure; observe punctuality, meet deadlines, and display courtesy to others; organize time and resources.

**Critical thinking:** Analytical capacity with ability to plan in advance, research as needed, and take initiative; ability to evaluate and synthesize information and make decisions and recommendations accordingly; creative thinking and problem solving.

**Communication:** Speak and write clearly so that others can understand and learn; correctly interpret data and project information; concisely explain information to others, both management and field staff; ask questions for clarification; demonstrate openness and willingness to share and learn.

**Teamwork:** Collaborate extensively with project managers, project coordinators, field staff, finance, and program development unit; place the team needs above personal agenda; support group decisions; share ideas with team and accept responsibility for tasks; remain gracious with others’ shortcomings.

Women are encouraged to apply.

To apply: e-mail your CV/resume and cover letter to i briggs@samaritan.org or send it to: Human Resource Manager, Samaritan’s Purse Liberia, ELWA Campus, Paynesville, Monrovia

Please mark the envelope or email subject line with “M&E/Database Officer” Deadline for the submission March 21, 2014.

Only short-listed applicants will be contacted.