



- Job Type : [Full Time](#)
- Qualification: [BA/BSc/HND/OND, MBA/MSc/MA](#)
- Duration: [6 months.](#)
- Location: [Abuja & Remotely.](#)
- Job Field: [NGO/Non-Profit.](#)

JOB DESCRIPTION- Monitoring and Evaluating (Intern)

The monitoring and evaluation officer will have the following duties and responsibilities;

- i. Develop & strengthening monitoring, inspection and evaluation procedures.
- ii. Monitor all project activities, expenditures and progress towards achieving the project output.
- iii. Recommend further improvement of the logical frame work.
- iv. Develop monitoring and impact indicator for the project success
- v. Provide feedback to the Monitoring & Evaluation Officer/Associate Program Director & the Executive Program Coordinator (EPC) on project strategies and activities.
- vi. Report monthly, quarterly, annual progress on all project activities to all national, project director / project manager.
- vii. Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team (PMT).
- viii. Participate in annual project review and planning workshops and assist the project manager in the preparing relevant report.
- ix. Assist the project personnel with M&E tools and in supporting them in their use.
- x. Prepare and maintain data base etc.



- Overall oversight of Peer Educators weekly data collection and entry in the database.
- Works closely with the Outreach Coordinators, Executive Program Coordinator, Associate Program Director/Monitoring & Evaluation Officer & Finance Officer to validate clients'/participant's information.
- Assists in the training and updating of Peer Educators, Outreach Coordinators, volunteers, participants in Monitoring and Evaluation.
- Conducts periodic checks and validate client's information from the field
- Provide technical support in the planning and implementation of M&E activities required for HIV/AIDS prevention, care and support programs in the State.
- Assists in development, implementation and analysis of targeted evaluations.
- Writes report of M&E activities for the reporting period and submit same to the ED /PO.
- Represents the organization in M&E activities organized by other CBOs / NGOs within the State.
- Does any other task as assigned by the PO / ED.
- Reports to Executive Program Coordinator, Associate Program Director & the Finance Officer.
- Performing other duties as required.