Monitoring and Evaluation Officer

PD Office Togo
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About CBM

CBM (registered as CBM Christoffel-Blindenmission Christian Blind Mission e.V.) is an international development organisation committed to improving the quality of life of persons with disabilities in the persons communities of the world. Based on our Christian values and more than 100 years of professional expertise, we address poverty as a cause and a consequence of disability. We work in partnership to create an inclusive society for all.

To strengthen our Programme team, we are seeking a MEAL Officer who will support the monitoring of compliance with national regulations, organizational policies, and established quality standards. The role will contribute to the effective monitoring, evaluation, and review of programme activities, ensuring continuous improvement and accountability across the programme and country office.

This is a full-time position (40 hours per week) based in Togo and will be recruited under local employment terms and conditions. Please note that this opportunity is open to locally recruited candidates only; an expatriation is not intended..

These are your responsibilities

- Oversee the design and implementation of the Country Office programme's MEAL activities and tools.
- Set up and lead systems for implementing effective monitoring, evaluation and learning strategies.

- Ensure programme-specific M&E Plans and reporting requirements are in line with donor requirements.
- Responsible for the implementation of the programme's knowledge management, research, documentation and dissemination of learning activities/strategies.
- Responsible for routine M&E activities including Data Quality Assurance, process systems and tools, in collaboration with the Programme Coordinator, Finance Manager and Technical Advisors.
- Lead the planning, implementation and documentation of the SSF programme's learning and documentation.
- Collaborate with programme staff, partners and colleagues to ensure that knowledge management processes, programme monitoring, evaluation and learning include persons with disabilities.
- Build the capacity of and mentor programme teams and partners in knowledge management, monitoring, evaluation and learning.
- Provide oversight for tracking and reporting programme policy-influencing activities related to Community Based Inclusive Development (CBID), ensuring evidence and learning are appropriately reported and disseminated to relevant stakeholders.

These are your qualifications

- **Education & Experience**

  a. Master's Degree (or equivalent) in Social Sciences, Health, Biostatistics, International Development or a Management-related field.

  b. Minimum of 5 years of relevant experience in Monitoring & Evaluation and/or Knowledge Management.

  c. Strong expertise in monitoring and evaluation of complex projects, including:

  - M&E systems set-up and implementation;
  - Documentation and dissemination of learning;
  - Quantitative and qualitative data analysis;
  - Research design;
  - Project management cycle;
  - Social inclusion.

  d. Experience in reporting on complex projects to international donors.

  e. Experience working in M&E and learning and/or programme management in health, education or livelihood sectors is an advantage.

- **Languages & Competencies**
  - French professional proficiency (mandatory), English working knowledge (required).
  - Demonstrated experience in Microsoft Packages (Outlook, Word, PowerPoint, Excel and Access).
  - Driving licence Category B is an added value.
  - Reflects CBM values in daily work.

What we offer

- A meaningful position with a lot of creative freedom in the world's leading organisation in the field of Disability Inclusive Development.

- A fair salary and other social benefits based on local conditions.

- An approachable, agile organisation with self-reliant people in a diverse and collegial team and great team spirit.

How to apply

Please apply exclusively online via our applicant portal (see APPLY NOW).
A letter of motivation, CV and relevant (work) references complete your application.

We look forward to receiving your application!
Your contact person: Mr. Komlan Edem Missihoun.
We would like to further promote diversity in our teams and therefore welcome applications from people of different ethnic and social backgrounds, religions and world views, different ages and genders, and especially from people with disabilities.

*Suitability decisive, gender irrelevant!

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