

VACANCY ANNOUNCEMENT

Partnership Officer





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The African Biodiversity Network (ABN) is a regional network that aims to ignite and nurture a growing network of individuals and organizations across Africa. It envisages vibrant and resilient African communities rooted in their biological, cultural, and spiritual diversity, governing their lives, livelihoods and living harmoniously with healthy ecosystems.

The ABN is seeking to recruit devoted, focused professional in the position of **Partnership Officer**. It is a two years employment contract renewable subject to satisfactory performance and funds availability.

Job Summary

Under the overall guidance of the General Coordinator the M&E Officer will help ABN to track progress, impact, lessons learnt, other aspects of project deliverables aligned to donors, partners priorities and ABN Mission and Vision.

Key Tasks:

- i) The M&E Officer will be responsible for developing appropriate M&E tools and systems, to ensure that programmes maintain their strategic vision and that their activities result in the achievement of its intended output in a cost effective and timely manner.
- ii) S/He will assist the ABN team to prepare Quarterly/Annual reports on programme progress
- iii) Monitor Programme activities on a regular basis, developing, maintaining the Management Information System (MIS) of the Project, ensuring the collection and analysis of different data in relation to the programme activities.

Duties and Responsibilities

The Partnership Officer will have the following duties and responsibilities:

- i) Develop and strengthen monitoring, inspection and evaluation procedures of the programme.
- ii) Support the Project Coordinators in ensuring that the M&E system is internalized and applied by Partners and across the network.
- iii) Monitor the programme activities, respective expenditures and progress towards achieving the programme outputs.
- iv) Recommend further improvement of the results based approach to M&E
- v) Develop M&E frameworks, including impact indicators for the programme success and impact.
- vi) Monitor and evaluate overall progress on achievement of results.
- vii) Monitor the sustainability of the programme's results.
- viii) Provide feedback to the respective project coordinator/s on project strategies and activities.
- ix) Suggest strategies to the ABN Secretariat team for improving the efficiency and effectiveness of the programme by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate their recurrence.
- x) Report monthly, quarterly, half-yearly and annual progress on programme activities to the line supervisor.
- xi) Conduct capacity assessment on existing monitoring and evaluation system and recommend areas for improvement.

- xii) Provide input, information and statistics for quarterly, annual and other reports to the ABN General Coordinator and Projects coordination team.
- xiii) Participate in annual programme reviews, planning workshops and assist the coordination team in preparing relevant reports.
- xiv) Assist in coordinating activities across the available components of the programme to ensure effective implementation of M&E/MIS.
- xv) Assist the programme personnel with M&E tools and in supporting them in their use.
- xvi) Perform other duties as tasked by the General Coordinator.

Measurable Outputs and Performance Indicators

- i) Preparation of monthly MIS reports.
- ii) Assist the Projects Coordinators in preparing other relevant reports.
- iii) Organize and conduct training on M&E/MIS for projects and implementing partners' staff.
- iv) Assist Projects Coordinators in the preparation of reports on the findings and lessons learned from projects innovations.
- v) Provide input and update information related to project outcome in ABN website in collaboration with the Advocacy and Communications Coordinator.
- vi) Assist Projects Coordinators in preparing monthly and quarterly reports on project progress based on MIS reports on programme activities.
- vii) Prepare Issues and Risk Logs for programmes.
- viii) Develop M&E system for the new Project and review ABN's M&E System already in place when necessary.
- ix) Prepare and maintain data base of the implementing partners in the new project.

General Competencies:

- i) Demonstrates integrity by modelling the ABN's values and ethical standards.
- ii) Promotes the Vision, Mission and strategic goals of ABN.
- iii) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- i) Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships.
- ii) Plans, coordinates and organises workload while remaining aware of changing Priorities and competing deadlines.
- iii) Establishes, builds and maintains effective working relationships with staff and partners to facilitate the provision of support.

Knowledge Management and Learning:

- i) Excellent communication skills (written and oral): Sensitivity and responsiveness to all partners; respectful and helpful relations with donors and project staff.
- ii) Ability to lead the implementation of new systems.
- iii) In-depth knowledge on MIS, M&E systems, and development issues.
- iv) Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities.

Self-Management:

- v) Focuses on result for the communities.
- vi) Consistently approaches work with energy, a positive and constructive attitude.
- vii) Demonstrates strong oral and written communication skills.
- viii) Remains calm, in control and good humored even under pressure.
- ix) Demonstrates openness to change and an ability to manage complexities.
- x) Responds positively to critical feedback and differing points of view.
- xi) Solicits feedback from staff about the impact of his/her own behavior.

Education:

- i) University Degree preferably in M&E, Project Management, Financial Management, Business Administration, Economics or related field.

Experience:

- ii) At least five (5) years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs.
- iii) Experience in designing tools and strategies for data collection, analysis and production of reports.
- iv) Proven ICT skills, especially in the development of MIS software using database software.
- v) Expertise in analyzing data using relevant statistical software.
- vi) Strong training and facilitation skills especially in M&E.

Language Requirements:

- i) Fluency in written and spoken English
- ii) Knowledge of speaking and writing any other regional language, preferably French is an added advantage.

How to apply

Interested candidates who meet the criteria should send their application accompanied by detailed Resume, names of at least two referees as well as the current and expected gross salary to The General Coordinator through the abnsecretariat@africanbiodiversity.org cc accounts@africanbiodiversity.org indicating the position applying for in the subject line by **15th January 2022**.

ABN is an equal opportunity employer

Only shortlisted candidates will be contacted



