

**Position:** M&E Officer

**Location:** Sana'a

**KEY Responsibilities**

- Develop and strengthen monitoring, inspection and evaluation procedures;
- Frequent field visits (50% of employment) to monitor activities and ensure high-quality data is collected in accordance with the agreed time plan and data collection strategy.
- Monitor all project activities and progress towards achieving the project output;
- Provide feedback on the project strategies and activities;
- Prepare data bases and enter monitoring data into data collection system according to schedule.
- Analyze relevant data to measure the impact and ensure compliance with the Project's Minimum Standards.
- Ensure high-quality reporting for regular, interim and final reports.
- Assist the project personnel with M&E tools and in supporting them in their use.
- Other duties as assigned.

**Requirements:**

- A university degree in relevant field is required with minimum of 2 years' experience.
- Good Understanding of Health and Nutrition projects
- Understanding of the social, political and economic context of Hodeida.
- Advanced computer skills in MS Office programs, particularly Excel and SPSS.
- Strong oral and written English skills.
- Ability to think independently and solve problems.
- Strong organizational skills and ability to multi-task.

**Application Process**

If you believe that you have the qualifications and skills to excel in this position, please send a copy of your CV and a cover letter to [hr@rrdf.org](mailto:hr@rrdf.org) with the subject heading "**M&E Officer - Sana'a**".

Applications submitted after February 07, 2017 will not be considered.

Only short listed candidates will be contacted.