



The Microfinance Support Centre Ltd
Plot 32, Nakasero Road, Kampala
P. O. Box 33711 Kampala, Uganda
Tel: 041-4233 665/ 031- 263 779, Fax: 041-4233 673
Email: msc@msc.co.ug

ADVERTISEMENT FOR VACANT JOB

Position: SENIOR OFFICER MONITORING & EVALUATION
Reports to: MANAGER MONITORING & EVALUATION

Purpose

Facilitate the assessment, monitoring and evaluation of Company / Dept. Annual Work Plans and assist in setting up their performance targets and compiling their departmental implementation plans/set targets.

Key Result Areas:

1. Supports to Institutionalize M&E framework, processes and procedures
2. Supports to perform periodic assessment and evaluation of Company / Dept. / Client performance
3. Helps in the preparation of periodic organizational Performance Reports
4. Supports to monitor Company's socio-economic intervention, impact & transformation of communities.
5. Supports to produce reports and other information in respect of Company intervention.
6. Supports to develop field monitoring tools to identify problems and recommend solutions.
7. Creates awareness and implements M&E framework, processes and procedures.

Key Accountabilities:

1. Design M&E management framework / system to assess the execution of company /Dept. plans.
2. Track Company / departmental milestones against targets
3. Documents Company / dept. client's performance and follow up on intervention initiatives.
4. Develop standardized M&E tools to guide in the assessment of Company / Dept. / clients in achieving set metrics
5. Assess company and clients / communities to measure socio Economic impact of MSC intervention.
6. Compile in respect of Company / dept. / client performance.
7. Support monitoring of MSC stakeholders' activities to identify challenges and seek solutions
8. Perform any other duties assigned by the supervisor.

Qualifications and experience:

1. Honors degree in any of the following fields; Business Administration, Economics, Statistics, Development Finance and Banking or any other related discipline from a recognized University / Institution.
2. Master's degree in Economics, Commerce, Micro Finance, Banking, Business Administration or any other related field from a recognized University / Institution is added advantage.
3. Possession of relevant professional qualification will be an added advantage specializing in CFA, CIMA, CIA, ICSA.
4. Post graduate qualification in M&E Management is desirable.
5. Proficiency in computer skills in analytical software packages i.e. SPSS or SAS is a must.
6. Exposure in donor M&E reporting requirements is desirable.

7. Six (06) years of progressive working experience in Monitoring and Evaluation field with at least 3 years related work experience at the supervisory management level

Competencies/Person Specifications:

1. Ability to demonstrate understanding of Microfinance / financial institution management.
2. Ability to demonstrate analytical skills,
3. Competent in decision-making
4. Highest standards of integrity.
5. Ability to demonstrate objectivity, accepts responsibility and accountability
6. Ability to work under pressure with tight deadlines / initiate and manage change.
7. Ability to collaborate with different stakeholders' influence and work in teams.

Candidates with the requisite qualifications should send their application with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right corner to be received not later than **5th July, 2024**. Shortlisted candidates will be informed of the status of their applications by **19th July, 2024**.

Job Applications should be addressed to:

The Recruitment Specialist
The Microfinance Support Centre Limited,
Plot 32, Nakasero Road
P.O. Box 33711 KAMPALA

MSC is an equal opportunity employer and is open to transparent recruitment processes. Any form of lobbying/canvassing for support will lead to disqualification of the concerned candidate. Submission of falsified academic documents and/or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.

*The Microfinance Support Centre Ltd, Plot 32, Nakasero Road, Kampala, P. O. Box 33711
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