



ALLRight Project

JOB DESCRIPTION

Position:	Monitoring and Evaluation Manager
Employer	National Episcopal Conference of Cameroon (NECC)
Supervisor	Head of Projects Unit
Town, Country	Yaoundé, Cameroon
	The position is open only to candidates of Cameroonian nationality
Number of positions	01
Date of publication	15/06/2022
Expected start date	Immediate
Duration of Contract	3 months with possibility of renewal

SUMMARY OF THE PROJECT

The National Episcopal Conference of Cameroon (NECC) in partnership with the Catholic Relief Services (CRS) is currently restructuring its operational systems in place to produce an improved and robust structure which can respond to donor exigencies in the development setting. The Advancing Local Leadership in the Right Way (ALLRight) approach is an important means for CRS' Vision 2030 strategy to be achieved. CRS places a particular emphasis on accompanying local institutions in achieving their ambitions to be effective, dynamic, and sustainable catalysts for change for the people and communities they serve.

NECC currently has over 6 projects sponsored by several international donors. NECC in the past 3 years has been working as a transition partner for a USG funded project. NECC therefore seeks to recruit qualified candidates for the newly created Projects Unit whose mandate is to coordinate and harmonize the various projects in NECC.

Job Summary

Under the supervision of the Head of Projects Unit, the M&E Manager will manage project implementation activities at NECC. He/she will ensure the quality of project data, quality control mechanisms and build the capacity of project stakeholders.

Tasks and Responsibilities

- Leads technical, budgetary, monitoring and reporting activities related to monitoring and evaluation throughout the project cycle (start-up, implementation and closure) in accordance with the partners' principles and quality standards and the monitoring and evaluation policies and procedures.
- Ensures compliance with good practice or donor monitoring and evaluation requirements.



- Effectively manages talent, supervises and directs monitoring and evaluation staff at central and field levels.
- Leads the development and deployment of project-level monitoring and evaluation systems during start-up, including monitoring and evaluation plans or performance monitoring plans or performance indicator scorecards, indicator performance monitoring tables, data collection instruments and detailed implementation plans that are appropriate to the scope and context of projects in the NECC portfolio.
- Provides technical advice and supervision for the development and implementation of high quality monitoring and evaluation systems and processes and the application of related principles in accordance with NECC and donor requirements.
- After advice from the Project Manager and delegation of authority, represents the organization to donors, NGO working groups, UN, local partners and relevant local and community stakeholders.
- Coordinates activities necessary to ensure that financial, material and human resources for M&E and quality project implementation are available.
- Conduct periodic M&E budget reviews and follow up with partners to facilitate appropriate use of resources.
- Initiates and strengthens partnerships relevant to M&E in NECC projects, applying appropriate application of partnership concepts, tools and approaches.
- Identifies M&E related staff capacity needs and technical assistance needs of partner organizations;
- Contributes to capacity building and interventions required to support the implementation of quality projects.
- Optimizes partner participation and capacity development in the implementation of M&E systems.
- Provides leadership support to donor reporting requirements (including quarterly, semi-annual and annual technical reports) in a timely manner in coordination with all project management.
- Assists in the preparation of trend analysis reports and disseminates results.
- Reviews NECC project documentation to ensure that project files are complete with all required M&E documentation and are filed according to agency and donor requirements.

MINIMUM QUALIFICATIONS

Education and experience

- A Master's degree or equivalent in any field related to project management with specialisation in the field of Monitoring and Evaluation (M&E); or a Master's degree in management and accounting with strong experience in the field of M&E.



- Minimum of 06 years of professional experience in technical or management positions in M&E, preferably in an NGO.
- Strong experience in programme implementation
- Relevant experience in grant management in EU zone, USAID zone (for the US government or other public donors);
- Excellent supervisory, partnership and international relations skills (3 to 4 years experience)
- Experience in working with stakeholders at various levels and in strengthening community partnerships.
- Ability to contribute to the development of technical proposals an asset.
- Experience in data analysis and contribution to evaluation reports.
- Monitoring and evaluation skills: Monitoring, Evaluation, Accountability, Continuous learning, Analysis and critical thinking
- Fluency in English and French (speaking, reading and writing).
- Proficiency in the use of IT tools
- Having worked in a structure of the Catholic Church (Episcopal Conference, Diocese) and primarily in a Caritas, CODAS-Caritas, Justice and Peace, etc. would be an asset.

Personal skills

In line with the vision, mission and values of the NECC:

- Integrates
- Responsible and good manager
- Able to build good relationships
- Talented
- Open to continuous improvement and innovative
- **Willing to work under pressure, in a faith-based environment with a reliable ability to dialogue and work effectively as a team with senior managers from local and international institutions**

Languages required / desired: Must be bilingual (English and French) and proficient in at least one of the two languages.

KEY WORKING RELATIONSHIPS

Internal: General Secretary, Deputy General Secretary, General Treasurer, General Controller, Heads of Episcopal Commissions and Services.

External: Traditional partners of the Catholic Church (Caritas Internationalis, CRS, Misereor, Aggiamondo, etc); NECC implementing partners; USAID; EU and other international donors; local government; auditors; banking and insurance institutions; service and supply providers.

NECC-wide competences (for all NECC staff):

Code postal : BP: 1963 Adresse: 7624 Avenue Mgr Henri Vieter, Yaoundé 3
Tél. : 00 (237) 222 31 15 92 - 222 31 49 10 Fax: (237) 222 31 49 15 Courriel: info@necc-cenc.org
Pays: Cameroun Ville: Yaoundé - Mvolyé



These are rooted in the mission, the values of the NECC and the guiding principles and are used by each staff member to fulfil his or her responsibilities and achieve the desired results. These are:

- Trust in all relationships
- Professional growth
- Partnership
- Responsibility
- Integrity
- Responsibility and management
- Strategic mindset

Disclaimer: This job description is not an exhaustive list of the skills, efforts, tasks and responsibilities associated with the position.

NECC's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

NECC is an equal opportunity employer.

HOW TO APPLY

Files **MUST** include:

1. Cover letter addressed to the Secretary General of NECC
2. CV of 4 pages maximum
3. List of at least 3 references, one of which should be a leader of a religious/faith community
4. Evidence of relevant academic / professional qualifications
5. Proof of professional experience.

You can apply by sending your applications to the following address:

recruitment@necc-cenc.org

Mentioning « **Monitoring and Evaluation Manager – NECC** »

Deadline : 20/06/ 2022 at 5 P.M Cameroon time.

Incomplete applications or applications received after the deadline will not be considered.

Female candidates are encouraged to apply.

Only shortlisted candidates will be contacted.

NB: In applying for this job, the applicant must understand that NECC protects human life at all costs and will require the applicant to do the same if recruited. NECC also asks its staff to treat all persons with dignity and respect and to actively prevent harassment, abuse, exploitation and trafficking.

Successful candidates at this stage will be subject to a practical test and an oral interview. A full background check will be carried out on the successful candidate



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