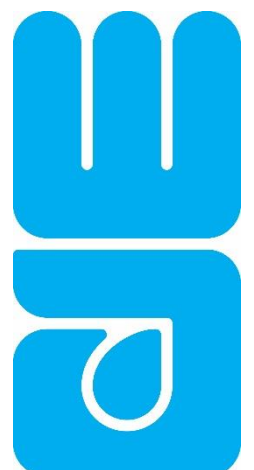


Job Description

Regional Planning, Monitoring, Evaluation
and Reporting — East Africa



WaterAid



Place of work:	Any country with WaterAid presence in East Africa (Uganda, Tanzania, Rwanda and Ethiopia)
Salary:	Grade F
Contract type:	3 Years Fixed Contract (Renewable)
Reports to:	Regional Programme Manager in East Africa Region
Relationships:	Programme Support Units at Country Programme level, Monitoring & Evaluation Officers, PMER Project team in the UK, Regional Technical Advisors and Regional Fundraising Managers

Introduction

WaterAid's Global Strategy supports our vision of a world where everyone has access to safe water and sanitation and hygiene. The Planning, Monitoring, Evaluation and Reporting (PMER) Project is one of the key components of our Enabling Framework, which underpins the implementation of our Global Strategy. The focus of the PMER Project is to support Country Programmes (CPs) in implementing their country strategies by strengthening the way we plan our programmes, monitor their progress, evaluate and report on them.

Job Purpose

The purpose of the role is to support the regional roll-out and compliance to PMER processes and procedures.

Duties

Provide overall coordination across the region to ensure that the PMER core procedures and Project Centre are rolled-out effectively to guide programme development across the region:

- ❖ Coordinate the capacity building of regional and CP staff on PMER processes and procedures
- ❖ Coordinate the capacity building of at least two "Super Users" per country and one per region who can provide in-country technical support
- ❖ Ensure a high-level understanding by senior managers of Core Procedures, Project Centre, key outputs (documents and reports) and overall implications for CPs and the Region
- ❖ Provide technical support and capacity development to staff by responding to direct support requests and developing guidance as required
- ❖ Periodically monitor CP performance in implementing the PMER Core Procedures and use of Project Centre, working closely with the Regional Programme Manager and Regional Technical Advisor in coordinating the provision of follow-up support where required

- ❖ Ensure CP and regional participation in PMER Community of Practice to promote learning across Country Programmes in the region
- ❖ Actively participate in a global-level PMER Community of Practice, to both share regional learning and identify good practice from other regions
- ❖ Recommend subsequent updates to PMER core procedures and/or system improvements based on country and regional experience.
- ❖ Collaborate closely with the Information System team to address any issues related to connectivity, hardware and infrastructure affecting the effective use of the system
- ❖ Liaise with the PMER Project team lead in the UK for any additional support required.
- ❖ lead in the generation of regional plans and reports in collaboration with the RPM
- ❖ Support CPS in the finalization of their updates and reports ahead of approval from the Regional Director

Person specification:

Education	<ul style="list-style-type: none"> • Relevant degree in international development, business administration, social sciences or information systems.
Experience	<ul style="list-style-type: none"> • Experience in developing and implementing planning, monitoring, evaluation and reporting (PMER) processes and/or systems • Experience in training and capacity building • Experience in using information systems to inform programme decision-making and monitor progress • Good computer literacy, especially Excel • Experience in project management support
Personal qualities	<ul style="list-style-type: none"> • Strong analytical skills • Attention to detail • Flexibility • Adaptability • Initiative • Pro-active / self-starter • Team player • Good written communication • Commitment to continuous improvement

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate preemployment references and checks to ensure high standards are maintained.