Advertisement

The National Elections Commission has a vacancy for the position of a Monitoring & Evaluation Data Analyst.

**Job Profile:**

This position is a non-management position responsible for ensuring optimum service delivery to internal customers by efficiently and effectively managing the M&E Section. These include:

- Developing data collection tools;
- Coordinating data collection activities;
- Analyzing M&E data and producing data summaries such as tables and charts.

**Duties and Responsibilities:**

Under the direct supervision of the Monitoring & Evaluation Director, the Monitoring & Evaluation Data Analyst shall be responsible for the following duties:

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<th>Key Result Areas (KRAs)</th>
<th>Main Duties and Responsibilities</th>
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| Planning               | • Lead the development of data collection tools for program monitoring;  
                          | • Assist in the development of M&E framework and performance management plan (PMP);  
                          | • Support organization and implementation of capacity building plan for focal persons;  
                          | • Coordinate data collection activities with focal persons to plan for data collection;  
                          | • Maintain an active line of communication between focal persons and the M&E section. |
| Data Collection         | • Coordinate focal persons in the collection of field data;  
                          | • Participate in field data collection;  
                          | • Ensure M&E data are regularly collected from focal persons in line with agreed data collection schedule. |
| Data Analysis           | • Develop a framework for the analysis of both qualitative and quantitative data;  
                          | • Design M&E data shell and entry screens that meet the data needs of the NEC;  
                          | • Undertake timely entry of M&E data; |
• Supervise data entry clerks as the need may be determined;
• Regularly update and maintain the M&E database;
• Analyze and present all M&E data collected to assist in tracking the progress and performance of activities or projects.

**Reporting**

• Prepare and submit summary findings based on data analysis undertaken;
• Submit periodic updates on the quality of work of focal persons.

**Work Experience Required:**

At least 3 years’ professional experience in private or public sectors with recognized M&E and Data Analysis results in previous positions of similar fields. Experience of M&E in development programs would be an advantage.

**Minimum Qualifications and Knowledge Required:**

- Bachelor’s Degree in Economics, Statistics or a similar position relevant degree;
- Additional degree or related technical qualifications would be an advantage, e.g. Project Management, M&E, Statistical Analysis;
- Writes clearly and informatively - checks work for spelling and grammar; presents numerical data effectively;
- Is able to interpret written information appropriately;
- Excellent written and spoken English as well as local language(s);
- IT Literacy: able to use Statistical Data Analysis software, as well as Microsoft Office at an intermediate level.

All applications should be addressed to:

The Director of Human Resource
National Elections Commission
Tubman Boulevard, 9th & 10th Streets, Sinkor-P. O Box 2044
Monrovia, Liberia

Deadline for applications is Monday: October 12, 2020 at 4:00 pm