



# Challenging Heights

## Job Description

### **Role: Projects Monitoring and Evaluation Manager**

*Location:* Challenging Heights Office, Winneba, Central Region, Ghana

- Responsibilities:*
- Responsible for the design and implementation of the monitoring and evaluation plan of the organisation, in line with projects objectives.
  - Responsible for the design and development of projects to respond to monitoring and evaluation outcomes.
  - Maintain and operate a management information system of all projects training activities and key events that are regularly updated to reflect progress and performance
  - Generate and provide required information and data on all variables and indicators – outputs an outcomes – required for preparing projects reports and proposals
  - Implement all monitoring and evaluation processes of our programmes including facilitating projects baseline, mid-term and end-of-project reviews
  - Lead in the development of competitive bidding proposals within the framework of the strategic plan, the 10-year impact report, and the outcomes of the organisation's monitoring and evaluation outcomes, and needs.
  - Liaise with programme managers for regular documentation of project learning and best practices
  - Monitor overall projects implementation against annual work plans and provide updates
  - Keep the projects managers and the project team advised on the progress and issues that may affect the successful achievements of projects expected results
  - Work with programme team to design, develop, and implement projects strategies and plans, ensuring they are in line with the project objectives, strategies, principles and Challenging Heights' vision and mission
  - Ensure documentation of key processes, progress and lessons from Challenging Heights projects and contribute to Challenging Heights' knowledge management practices

- Skills & Experience:*
- Minimum bachelor degree in development planning or studies, management information system, statistics or any related programme
  - Track record in projects monitoring and evaluation systems design and implementation, including knowledge in database design, management and analysis
  - At least two (2) years experience in monitoring and evaluation of community projects, with special consideration for rescue and recovery of trafficked children, livelihoods, and advocacy
  - Excellent interpersonal and relationship skills
  - Excellent verbal and written communication skills in English
  - Ability to communicate in Akan will be an added advantage
  - Maturity and highest levels of professionalism and ethical behaviour
  - Critical thinking skills and high level analytical skills
  - Excellent IT skills including proficiency in Word, Excel, Access, PowerPoint, Google Suite and database software (SPSS)
  - Capacity to multitask and work within deadlines
  - Research skills, and knowledge of international development or human trafficking is a significant advantage

*Start date:* Preference will be given to candidates able to start in January 2018. We are seeking a long-term commitment of at least 1 year, preferably 2 or more.



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*Conditions:* To be discussed with any successful candidate; will include stipend and benefits commensurate to the level of the role and the successful candidate. Suitable long-term, overseas candidates may also be eligible for support with cost of visas.

*Application:* Please submit a CV and covering letter, no more than two sides in length, explaining your suitability for and interest in the role to the President, Challenging Heights, at [jonathan@challengingheights.org](mailto:jonathan@challengingheights.org) before 5pm (GMT) on 10th December 2017.