

VACANCY ANNOUNCEMENT

Job Title: Monitoring & Evaluation Officer

Status: Part-time 6 months contractor role, may be renewable

Location: Remote

Open to: Afghan nationals located anywhere

Announcement issued: February 1, 2022

Applications due by: Open until filled.

About CW4WAfghan

Canadian Women for Women in Afghanistan (CW4WAfghan) is a not-for-profit organization registered in 1998, with a network of members in chapters and regions across Canada. CW4WAfghan is a non-religious, non-political, federally registered charity in Canada (Canada Revenue Agency #887718203RR0001) and a registered NGO with the Ministry of Economy in Afghanistan. Our goals are to advance education and educational opportunities for Afghan women and their families and to educate Canadians about human rights in Afghanistan. Our projects fall within three programs in Afghanistan and one in Canada: (1) Investments in Basic Education; (2) Community Libraries, Literacy and Books; (3) Technology for Education; and (4) Public Engagement (Canada). CW4WAfghan's mission is: "Canadians taking action, in partnership with Afghan women, towards improving conditions of human rights, ending women's oppression, and providing opportunities for Afghan women to live their lives with dignity, certainty and purpose." As outlined in our registered bylaws, the purposes of CW4WAfghan are to alleviate conditions of poverty in Afghanistan through programs that advance education and educational opportunities for women in Afghanistan and their families; and to educate and increase the understanding of Canadians about human rights in Afghanistan. For more information about our work, please visit: www.cw4wafghan.ca and www.darakhtdanesh.org

Job Description

CW4WAfghan seeks an experienced individual with monitoring and evaluation expertise to lead our organization's performance measurement work. Performance measurement is an integral function of our programs management work at CW4WAfghan, and performance data is systematically and routinely consulted by staff during and after the implementation of projects. We are therefore looking for an individual with a solid performance measurement skill set and who is committed to quality, integrity and accountability in the coordination of monitoring and evaluation activities for the organization. This is a home-based role for which data collection will largely be conducted remotely, such as through online surveys, phone interviews, or by being emailed data collected in the field. It is not required that the position is based in Afghanistan, but the position is only open to Afghans. Specific tasks of this role include:

- Monitoring and evaluation of approved projects and programs;

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Tel: 403.244.5625 **Email:** Info@CW4WAfghan.ca **Web:** CW4WAfghan.ca

CW4WAfghan Network: Calgary, Kingston/C4WA, Oakville/CSAW,
Okanagan/LW4LW, Manitoba, Ottawa, Peterborough, Saskatchewan, Vancouver, Victoria

- Receiving, compiling, and analyzing quantitative and qualitative data from project sites;
- Managing a database system for the projects;
- Provide inputs, information and statistics for quarterly, annual and other reports to the Programs Management Team;
- Present data findings occasionally at the Programs Management Team meetings;
- Assist project personnel with the development of M&E tools and support staff to use the tools;
- Assist in the planning, organizing and implementation of CW4WAfghan project activities, as required;
- Assist in the preparation of bi-monthly, mid-term, annual and other progress reports;
- Assist in preparation of projects' approved performance frameworks;
- Participate in internal and external meetings as required;
- Translate M&E tools and forms Dari-English, Pashto-English and vice versa.

Qualifications

- Post-secondary degree from a recognized institution of higher education
- Previous experience in an M&E position, preferably with education programs
- Familiarity with performance measurement frameworks
- Experience with data collection, entry, analysis methods
- Excellent computer literacy, including experience with Excel
- Good report writing skills
- Bilingual written, read, spoken fluency (English and Dari or Pashto, or English, Dari and Pashto) strongly preferred

Application Instructions

Please submit the following documents* by email:

- A succinct cover letter explaining your interest in the position. The cover letter should be in the body of the email, and not as an attached document.
- An up-to-date CV attached to the email submission
- Applications must include two reference names and referee contact information. Referees should include professional colleagues and former supervisors, and should not be relatives or friends of the applicant.

***Applications that do not include the above mentioned items will not be reviewed. Please ensure you meet the minimum required qualifications before applying.**

All applications should be submitted by e-mail to: Recruitment@cw4wafghan.ca

To learn more about CW4WAfghan, visit: www.cw4wafghan.ca