**Vacancy Announcement**

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| **Position title** | **Monitoring & Evaluation Focal Point** |
| **Vacancy No.** | YAO-Sul-19-29 |
| **Employment Type** | Full-time |
| **Duration** | 9.5 Months |
| **Duty station** | SaidSadiq – Sulaymaniyah |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 21/12/2019 |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living. |
| **Job Description** | Youth Activity Organization (YAO) is seeking experienced and passionate Project Coordinator, who will work under the direct supervision of Project Coordinator. Monitoring & Evaluation focal point will serve as support unit for ensuring adequate data collection, monitoring and evaluation of all activities planned and implemented. The primary objective is to ensure the program reach its targets and objectives in all activities conducted in the program through measuring the performance and quality of each activity.  The M&E focal point will lead monitoring and evaluation of all activities by ensuring timely follow up and using data collection tools such pre-post test for all trainings/sessions, monitoring the activities and reporting progress and success stories, collecting attendance sheets and verifying that its correctly filled and returned after the end of each program sessions. |

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| **Main Duties and**  **Responsibilities:** | * Monitoring all activities for quality implementation. * Collect weekly attendance sheets verifying that it is correctly filled, returned, update the database of attendance sheet, and report regularly with Mercy Corps Monitoring and Evaluation officer and center coordinator. * Regular visits youth participants and monitoring of Vocational training institutes, business owners and companies who will host intern’s participants. * Coordinating with Coaches and project coordinator on data collection activities, as s/he will be accountable for insuring that data collection is done in the best way and the collected data is free from mistakes. * Design questionnaires for assessments, and questionnaire manuals for data collection. * Collect and analyze performance indicator data, and assist with evaluations and assessments. * Monitor implementation of activities to support effective use of resources. * Assist program teams to identify performance indicators, which will demonstrate project outputs, outcomes, and impact. * Facilitate capacity-building opportunities and ensure internal learning among YAO staff. * Ensure the appropriate reporting and management of sensitive data. * Undertaking other activities as required to fulfil the achievement of the project goals. |

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| **Required Qualifications & Experience** | **Education:**   * Relevant University Degree and/or equivalent qualification.   **Experience:**   * Minimum 2-year experience in working with I/NGOs/UN agencies. * Previous experience carrying out monitoring, evaluation focus group discussions, data collection, survey, post project monitoring and assessments. * Knowledge of analyzing qualitative and quantitative data. * Ability to build networks and create connections * Commitment to help persons of concern and willingness to cooperate with counterparts. * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Cultural awareness and ability to build relationships quickly with a wide variety of people.   **Knowledge:**   * Excellent communication and organizational skills. * Self-reliant and able to work independently. * Strong and co-operative team player. * Personal integrity and credibility. * Strong interpersonal and intercultural skills, familiar with the area’s cultural and tribal backgrounds. * Intermediate computer skills and strong familiarity with Microsoft Office and using tablets. * Effective team management and team spirit. * Ability to meet deadlines when focusing on other tasks. * Report writing skills.   **Languages:**   * Excellent communication skills Verbal and written Kurdish, Arabic and English. |

**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Sul-19-29**

* Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
* **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.