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# Ethiopian Civil Society Organizations Forum

## Who we are?

The Ethiopian Civil Society Organization Forum (ECSF) is a non-partisan, independent, inclusive and voluntary national forum that focuses on solving the common concerns and challenges of the Civil Society Organization sector in Ethiopia. The various Networks/Consortia and group representatives of the CSOs operating at Federal and Regional levels in Ethiopia established the Ethiopian Civil Society Organization Forum (ECSOF) in May 2013 and registered according to the CSO Proclamation No. 1113/2019 with registry number 4414. ECSOF, since its establishment, is undertaking various activities and consultative dialogues with sector members and high government officials on the challenges of CSO.

## Job Description

Employing Organization: Ethiopian Civil Society Organizations Forum /ECSF/

Position Title: Monitoring and Evaluation Officer for the project “*Plugin CSOs’ to Ethiopia’s Democratic Transformation Process: Facilitating rapid responses to the soaring cry for public inputs to the Country’s legal and judicial reforms*”

**Reports to:** Project Manager

**Based in:** Addis Ababa, ECSF Head Quarter

**Duration of contract:** One year, based on performance and availability of funds

**Remuneration:** As per organization payment scale, plus other ECSF staff benefits.

Summary of the responsibility: The MEL Officer will support learning/monitoring and evaluation activities across all project areas of the Fethe (justice) project signed agreement with ECSF. This will include procedures and tools development, data collection and analysis, reporting and learning/reflection processes, and internal evaluation works that demonstrate impact, outcomes, and important learning opportunities. The Officer will work in collaboration closely with another project/ project staff of the Forum to share learning internally and externally.

## **Key Responsibilities**

- Facilitate and lead the development and implementation of the Fethe (justice) project Evaluation and Learning (E&L) strategy.
- Coordinate the technical design of M&E methodologies across projects of Fethe (justice) managed by the Forum.
- Lead, manage and facilitate the data collection, storage, and analysis process of the Fethe (justice) project



- Work with project staff to ensure M&E tools and processes are understood and used as per the Forum's E&L Strategy and Fethe (justice) project.
- Deliver advisory services to the Forum's staff and its stakeholders Fethe (justice) project on M&E decisions, such as the identification of priorities, needs and indicators; the design, set up and use of M&E systems to collect data; and the design of E&L studies.
- Identify opportunities to provide and present MEL findings and data to Fethe (justice) project teams to contribute to decision-making and strategic planning processes in the Fethe (justice) program project.
- Check information from M&E activities is properly analyzed and written up for reporting and learning, by undertaking and supporting activities such as the use of data analysis software, collation, and analysis of M&E data, and analyzed against outcomes to draw out learning and implications.
- Triangulation of findings using different types of data and analysis of trends over time.
- Support staff to ensure the quality of the Forum's monitoring and evaluation reports Fethe (justice) project.
- Write up and present MEL reports including presenting data and reports verbally to internal and external audiences.
- Promoting the sharing of written feedback about the impact and learning findings to stakeholder groups.
- Ensuring reports and findings are communicated effectively via close collaboration with the other team members of the Forum.
- Participate in external events in order to undertake MEL related data collection or share organizational and project MEL findings.

## **Job Requirements**

### **Background**

BA Degree or Master's degree in Law, Social Sciences, Development Studies, Monitoring and Evaluation, Demography, Statistics, or equivalent fields of study with one year (1) for masters and two (2) years for a degree and relevant/ direct experience.

### **Desirable**

- Demonstrable understanding of monitoring and evaluation principles and practice
- Professional experience or training in Social Science research methods or use of participatory research approaches relevant to monitoring and evaluation, both quantitative and qualitative.
- Skills in using SPSS, STATA, NVIVO or similar data analysis software.
- Traceable research and evaluation skills, including quantitative and qualitative research methods along with data analysis skills and familiarity with data analysis software.



### What would get us excited?

- Proven experience in effective team working and internal and external communication.
- Experience of working with CSOs and government structures, international donors/organizations and bilateral organizations;
- Experience of organizing workshops or events in different parts of Ethiopia.
- Good persuading, discussion and influencing skills both orally and in writing.
- Willingness working in multidisciplinary and multicultural environments.
- Ability to build and maintain effective working relationships with a range of people.
- Ability to maintain knowledge sharing and learning platforms among staff, team working, and collaboration.
- Ability to work independently or with minimum supervision from Managers or Immediate Supervisors, and prompt response to inquiries or keeping deadlines.
- Highly proactive, energetic, result-oriented, self-motivated, initiation, outward-looking, open to learning, and easy to communicate.
- Attention to detail and a commitment to the quality of outputs

### Note:

This post requires frequent travel outside of Addis Ababa.

The closing date for the application is December 20, 2019.

This position is only open to Ethiopian Nationals, who must be eligible to live and work in Ethiopia.

### Please note that:

- Applications and CVs written in English will be accepted and
- Shortlisted candidates will be contacted.
- Please note that we are not accepting CVs that are not sent through the indicated email address

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

More information about Ethiopian Civil Society Organizations (ECSF) can be found on [www.fcsf.net](http://www.fcsf.net) ECSF operates an equal opportunities policy and actively encourages diversity, welcoming applications from all persons meeting the skills and experience required.

Females and persons with disabilities applicants are highly encouraged to apply.

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Ethiopian Civil Society  
Organizations Forum

**How to apply:** Please send us your CV, reference/recommendation letter and cover letter by indicating the position you are applying via [info@fcsf.net](mailto:info@fcsf.net). For any additional information call on +251 11 869 9908