Vacancy Announcement

Vacancy Number:	**CRS/HRT/09/0038**
Post Title:	**Education Monitoring and Evaluation Officer**
Duty Station:	**Education Department - CRS Herat Office**
Reports to:	**Education Team Leader for M&E and Learning**
Duration:	**One year with three months probationary period**
Posting Date:	**31 December, 2009**
Closing Date:	**14 January, 2010**

Context:

CRS carries out development and emergency relief efforts in Afghanistan with a focus on rural livelihoods through diverse programs, including accelerated learning for children and women, watershed development, water and sanitation, and agro -enterprise. CRS has a particular emphasis on women's empowerment and strengthening the resilience of vulnerable households through a strategic framework called integral human development. CRS is developing partnerships with a few local NGOs for greater sustainability and higher quality programming. CRS has offices in Kabul, Herat, Ghor and Bamiyan.

In 2005, CRS/Afghanistan initiated a long -term strategy for rural education that builds on the success of CRS' Accelerated Learning Program, the community -based schools being supported through other NGOs, and recent developments within the formal government school system. This strategy is based on the Community-Based Education model and supports efforts initiated by many rural communities throughout Afghanistan to provide education to children who cannot access formal, government -supported schools. The community -based education model uses the national educational curriculum and is designed to eventually integrate community schools into the national formal system.

Currently, the CRS/Afghanistan Education program is comprised of several projects in Central and Western Afghanistan. All initiatives in the education program are designed to expand access to community-based education for children, especially girls, in rural areas where government schools are not operating and/or where girls have no access to school. CRS goal for the education program is to expand quality learning and life opportunities in Afghanistan for marginalized communities and their children.

Primary Role:

The primary role of the M&E Officer is to ensure the proper monitoring of education department activities in the communities where we work and to work with other education staff to provide regular updates on progress and analyses on meeting project targets.

Main Responsibilities:

1. Conduct spot-checks in operating areas to verify accuracy of monitoring data
2. Organize critical reflection events with education teams to discuss and report on progress, challenges and opportunities
3. Provide regular updates to education program management regarding progress to achieve targets, and analysis on exceeding and/or falling behind on targets.

4. Work with Edu TL for M&E and Learning, Education Project Manager and Education Project Assistant to compile data for donor reports and provide analytical summaries regarding progress towards targets.
5. Coordinate with Education TL for M&E and Learning, for the document ation of field stories, best practices, and any M&E related initiatives. Document all key M&E initiatives in Hirat.
6. Ensure proper implementation of existing monitoring tools. Provide support and guidance to staff on the correct use of monitoring and an alysis tools.
7. With M&E Team Leader and Education Project Manager, revise and/or develop new monitoring tools as appropriate.
8. Other duties as assigned by education management team.

This position will require significant travel to target districts and villages where CRS works.

Required Qualifications: *These qualifications are required for consideration*

1. Afghan Nationality

2. University degree (or similar qualification)

3. 2 years working experience with international NGO or UN agencies

4. Good familiarity with education system in Afghanistan

5. Experience working with rural communities, especially in engaging communities in identifying issues and problem-solving

6. Excellent Dari reading, writing and speaking skills

7. Good English reading, writing and speaking skills

8. Excellent computer skills in Excel and Word; skills in SPSS a plus

9. Ability and willingness to travel to districts and target villages

Desirable Qualifications: *Applicants with these qualifications will have an advantage*

1. Masters degree

2. 5 years working experience with international NGOs or UN agencies

3. Excellent attention to detail and analytical skills

4. Ability to work in a team environment; good interpersonal skills

5. Ability to work pro-actively with little supervision

6. Ability to draft clear and concise reports and correspondence.

7. Excellent communication, interpersonal and training skills.

8. Ability to learn quickly, with strong self -motivation and direction.

Submission of Applications:

Application comprises a one-page cover letter explaining your interest and suitability for the post and your CV, copies of diplomas/degrees, copy national ID card, certificates of work experience and copies of reference letters.

Interested candidates can submit their application by email or by dropping a hard copy of the documents at one of the locations below.

Email Applications should be sent to: hr@crsherat.org. Please include the Vacancy Number in the subject line.

Hard Copy Applications should be in a sealed envelope marked "Confidential" with the Vacancy Number clearly written on the envelope.

They can be delivered to:
CRS Office
House No. 34, Located at the Junction of the Main Taimane Road and Street4
District # 10, Kabul.

Applications sent in any other way or to any other address will not be considered.

Please note that applications received after the closing date (i.e. 14th Jan, 2010), will not be considered.

Only short-listed candidates whose applications respond to the above criteria will be contacted for test and interview.

In line with CRS policy on gender equity, qualified women whose qualifications meet the requirements of above mentioned position are particularly welcome to apply.