MAYANK ANTI-CORRUPTION COALITION

About MACCO: MAYANK Anti Corruption Coalition (MACCO) is a governance and anti-corruption civil society network based in West Nile. MACCO's core mandate is to promote democratic, accountable and responsive governance for improved service delivery. It works to empower citizens, Civil Society Organizations (CSOs) and local governments to promote both upward and downward accountability through enhanced participation, transparency, responsive governance, social accountability and respect for human rights with a view to improving service delivery and pro-poor policy environment in West Nile

JOB ADVETISEMENT

MAYANK Anti-Corruption Coalition is seeking to recruit a competent individual to fill the vacant position of Monitoring and Evaluation Officer. For details, interested persons are invited to visit https://www.macco.or.ug and send motivation letter with CV in English to director@macco.or.ug not later than **10.00am, May 29th, 2026.** MACCO is an equal opportunity employer guided by **Zero Tolerance to Corruption Policy**. We value diversity and gender parity. We are committed to creating an inclusive environment based on fairness, mutual respect and rights. Any form of canvassing will lead to automatic disqualification.

Position	**Monitoring and Evaluation Officer**
Number of positions	**01**

Overall purpose of the role: To track progress of Coalition programs and projects. The role involves setting up M&E frameworks, managing project data, and ensuring donor compliance.

Duties & Responsibilities: - reports to Executive Director on:

KRA 1: Monitoring & Evaluation.

- **Develop, implement, and regularly update the MEAL framework, tools, and indicators, ensuring adaptability for ongoing monitoring and evaluation needs.**
- **Collect, analyze, and compile project performance data, producing comprehensive reports to inform stakeholders and support decision-making.**
- **Conduct quarterly monitoring visits to project sites to verify compliance with standards and quality benchmarks, identifying areas for scale-up and improvement.**
- **Coordinate and support the timely implementation of project baseline, and end-line surveys, ensuring activities are completed within designated timelines.**
- **Provide technical review of ToRs, concept notes, and consultancy reports related to MEAL; deliver trainings to project staff to enhance data collection, analysis, and utilization.**
- **Manage MEAL budget allocations to ensure activities are executed on time and within budget, with monthly financial tracking and reporting.**
- **Conduct quarterly Data Quality Audits to ensure data accuracy and reliability, and provide ongoing coaching to promote data-driven decision-making**

KRA2: Accountability & Learning:

- **Establish and operationalize feedback and complaint mechanisms, ensuring project participants and stakeholders are able to provide feedback and complaints, with quarterly analysis reports generated.**
- **Conduct participant satisfaction surveys to get feedback, document lessons learned and incorporate insights into project improvements.**
- **Organize and facilitate program review workshops to review successes, stories of change, lessons learned, best practices, and challenges, contributing to continuous learning and adaptation.**
- **Ensure accountability systems by engaging stakeholders in joint monitoring, evaluations, and research activities to enhance transparency and learning.**

KRA3: Data Management & Reporting:

- **Maintain and update project data records in the management information system with accuracy and completeness weekly, ensuring all records are current and accessible.**
- **Prepare and update the project activities implementation matrix and indicator performance tracking table monthly to support evidence-based decision-making.**
- **Ensure data confidentiality and integrity by implementing, monitoring, and auditing data security protocols biannually.**
- **Produce and submit comprehensive internal and donor progress reports on key indicators, based on the grant management agreement.**

KRA 4: Capacity Building:

- **Conduct capacity-building sessions on MEAL concepts, tools, and ICT-enabled data management for project staff.**
- **Provide ongoing coaching and technical support to project staff and develop targeted training plans based on capacity assessments.**
- **Conduct periodic monitoring visits to assess progress, identify gaps, and recommend corrective actions to strengthen overall performance.**

QUALIFICATIONS AND EXPERIENCE:

- **Bachelor's degree in Statistics, Development Studies, Social Sciences, Education, Population Studies, or related field.**
- **A postgraduate diploma or Certificate in Monitoring and Evaluation is mandatory;**
- **Additional qualification in Project Planning and Management is advantageous.**
- **Demonstrated experience in data collection and analysis; proficient in supporting staff with M&E methodologies and effectively communicating findings to diverse stakeholders.**
- **Strong expertise in research methods, participatory approaches, and report writing, with ability to produce clear, evidence-based assessments and project reports.**
- **Proficient in Microsoft Word, Excel, PowerPoint, and statistical analysis software; skilled in qualitative and quantitative analysis tools and online data collection platforms.**
- **Excellent communication and interpersonal skills in English; ability to work in teams and adapt practices during emergencies.**
- **Commitment to humanitarian principles; strong ICT literacy.**

Additional tasks: Undertake any other tasks as may be assigned from time to time.