

## **Activity Implementation Officer – MEL and Technical**

### **Inclusive Socio-Economic Development Project Beni Mellal Khenifra (ISED-BMK)**

#### **Project Description:**

FHI 360, a US-based non-profit organization, seeks qualified candidates for the position of Activity Implementation Officer (AIO) based in the Beni Mellal-Khenifra Region of Morocco to support the USAID-funded Inclusive Socio-Economic Development Project in the Beni Mellal Khenifra Region (ISED-BMK), through the improvement and institutionalization of participatory governance, and enhancement of business and livelihood opportunities.

#### **Position Description:**

The Activity Implementation Officer (MEL and Technical) will play a coordination and support role in the areas of Monitoring, Evaluation, and Learning (MEL – on average 50%), and overall project implementation (Technical – on average 50%). The actual relative share of time allocated to MEL, and technical work will vary over time and depend on need.

In the MEL area, the AIO will contribute to the design and implementation of the MEL plan by developing monitoring tools, implementing systems to safeguard the collection and management of project data. The AIO will also play a lead role in the analytical aspects of MEL, including tracking and documenting project learning through a planned approach such as Scenario Planning (SP), Outcome Harvesting (OH), and Most Significant Change (MSC). In the technical delivery area, the AIO will support the planning, implementation, monitoring, and reporting of project activities and initiatives.

**The AIO supports and coordinates with the MEL Specialist, and reports to the Deputy Chief of Party. She/he will be based in Beni Mellal and is responsible for the following:**

#### Monitoring, Evaluation, and Learning:

- Support the application of Collaborating, Learning, and Adapting (CLA) principles to inform project implementation and management.
- Support the adaptation of MEL tools to meet program needs, which may include pre- and post-tests, focus group interview protocols, community survey tools, and baseline, mid-term, and end-line survey instruments.
- Manage and safeguard data collection, train project staff, and supervise MEL activities of staff and sub-contractors.
- Analyze collected data and advise project management on needed program revisions.
- Contribute to written performance reports for funder and other project deliverables.
- Other MEL tasks as needed.

The technical delivery of project activities:

- Provide support and coordination for operations of all activities in assigned areas according to prescribed procedures and protocols, including activity management and administrative support.
- Coordinate project activities with respective project staff to ensure that training activities, workshops, seminars, conferences, and events are well-organized logistically and implemented smoothly.
- Provide project support tasks, including creation, typing and editing of project correspondence, purchasing documents and project deliverables, including presentations.
- Assist in developing and monitoring annual work plans and other deliverables.
- Help coordinate project monitoring and help ensure accurate reporting.
- Help develop activity Purchase Requests, Assessment Justification Forms, Workshop Request Forms, and other similar documents.
- Support the development, testing, application, and evaluation of project tools.
- Support the communications team in identifying, analyzing, and disseminating best practices in the project through the identification of project learning.
- Contribute to periodic reports and workplans.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree or its international equivalent in social science, management, international development, monitoring and evaluation, or a related field; Master's degree or above or its international equivalent is strongly preferred.
- Minimum of three (3) years of related work experience.
- Experience managing and executing monitoring and evaluation activities for donor-funded projects, including experience monitoring, and evaluating policy reform and/or capacity development activities.
- Experience producing analytical papers, policy notes, learning briefs for strategic management purposes.
- Demonstrated abilities in qualitative and quantitative MEL methodologies appropriate to complex change processes and capacity development, and in knowledge management and organizational learning.
- Experience coordinating with governments, higher education or/and technical training institutions, ministries and/or local NGOs, as well as local communities, for design and implementation of project activities.
- Experience in the agriculture, agri-business and/or tourism sectors is desirable
- Skills working as a team member and good inter-personal skills
- Knowledge of computer programs (Word, Excel, Power Point) is required.
- Proficiency in French and Arabic is required, and a working knowledge of English is required.

**Start date:** September 1, 2022

**Post location:** Beni Mellal, Morocco

**Deadline for receipt of CVs :** August 8, 2022

FHI 360 is an equal opportunity employer and encourages qualified women, youth and people with disabilities to apply. To apply please send your CV and a short cover to: [Morocco.ised@fhi360.org](mailto:Morocco.ised@fhi360.org)