



Job Title: Monitoring & Evaluation (M&E) Officer

Position to provide: 1

Project: Bridge to Middle School Activity “Bridge”

Date: November 28th, 2024

Locations: Rabat – Morocco

Level Of Effort: Full-time

Expected Start Date: January 2, 2025

About FHI 360

Family Health International 360 (FHI 360) is a nonprofit organization focused on human development, which works to improve sustainable living conditions by promoting integrated solutions adapted to the local context. FHI 360 is present in more than 70 countries and throughout the United States.

The Bridge to Middle School Activity “Bridge” is a system-strengthening and capacity-building intervention that seeks to improve students’ ability to master key skills in the upper primary and middle school grades and to facilitate the transition between the two levels of schooling. Activities will address a) the ability of teachers to teach critical thinking, and students to master, literacy skills, math skills, and science skills in the upper primary grades; b) the ability of the Moroccan education system to provide high-quality literacy instruction in English and Arabic in the middle school years; and c) the ability of the Moroccan education system to provide high-quality STEM (Physics/Chemistry taught as one subject and Biology/Geology taught as one subject) instruction in the middle school years.

As part of the strengthening of its Monitoring, Evaluation, and Learning team, FHI 360 Morocco is recruiting for its Rabat office one (1) M&E OFFICER.

Position Description

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**Essential Functions:**

- Under the supervision of the Monitoring & Evaluation Manager, he/she will be responsible for developing data collection instruments, programming data collection instruments into tablets; conducting data collection and data quality reviews on an ongoing basis; and ensuring dashboards are updated regularly.
- The M&E Officer assists the Monitoring & Evaluation Manager in leading meetings to review monitoring data and provide recommendations to the technical team for adaptive management.

Primary responsibilities:

- Provide technical support to the design and administration of M&E activities, such as developing and reviewing protocols and data collection tools, study reports and draft training materials and presentations.
- Lead data collection for key monitoring and performance indicators and perform data quality reviews
- Build the capacity of program/technical staff in data collection and use
- Contribute to the production and review of projects' deliverables (quarterly reports, monitoring and evaluation plans, work plans, concept notes, research studies, etc.).
- Review M&E activities for quality and adherence to FHI 360 and donor requirements.
- Contribute to the processes for ensuring technical quality of project implementation, deliverables and knowledge products, including via a technical quality assurance system.
- In collaboration with the HQ Research and Evaluation Department, develop and manage database to support project implementation.
- Support the Monitoring & Evaluation Manager in implementing a Collaborating, Learning and Adapting approach throughout the project.
- Perform other duties as assigned.

Skills and qualities required:

- Have a minimum of a Bachelor's degree (Bac + 4) (Master's/Bac + 5) preferred) - or its International Equivalent-- in Education, International Development, Social Sciences or Related Field.
- Have at least 3 years of experience working in the NGO sector or with government entities or experience providing technical support for M&E and research. M&E experience with USAID, or other donors is a plus.
- Experience working in Morocco, or the region required.
- Ability to travel locally as requested.
- Have a good sense of timeliness and be honest and well organized.
- Master Excel and Word.
- Experience working with data collection software such as Open Data Kit, or Kobo Collect/Survey CTO.



- Experience developing and/or maintaining dashboards in Microsoft Power BI a plus.
- Experience with statistical analysis software (Stata, SPSS) a plus.
- Be able to work in a multi-sectoral, multi-disciplinary and multi-cultural environment.
- Be able to carry out several tasks concurrently and efficiently, taking into account priorities.
- Performs any other tasks relevant to the position under the supervision of the hierarchy.
- Fluency in Arabic and English required; French proficiency preferred.

To Apply

Please submit:

- A cover letter stating the job title plus salary expectations.
- An updated detailed CV.
- Contacts of three professional references (two of the three are direct Supervisors)

To: morocco.bmsjob@fhi360.org and put in the subject line of your message: "M&E Officer "

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled.

NB: Only shortlisted candidates will be called for interviews. Applications will not be returned.

The Bridge to Middle School Activity project is strongly committed to hiring qualified women, young people, and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, religion, national origin, sexual orientation, disability, age, or on any other basis unrelated to a person's skills and experience