



YOUTH HARVEST FOUNDATION GHANA
BOLGATANGA, UPPER EAST REGION

JOB VACANCY

Position: Monitoring and Evaluation/Project Officer.

Background:

The Youth Harvest Foundation Ghana (YHFG) was founded in 2002 with a focus on advancing the course of young people to unearth their potential and contribute meaningfully to society. As part of our vision to enable self-reliant and self-sufficient youth living in a more equal, healthy, and prosperous society, we seek a dynamic, results-oriented team player for the role of Monitoring and Evaluation /Project Officer.

The Officer will upgrade and establish an integrated and comprehensive M&E System, improve proper tools for quality control and projects progress tracking, guarantee the best approaches to improve projects' M&E components, and be responsible for the implementation of other project activities in addition to the M&E role. S/he will report to the Programme's Manager and will be based in Bolgatanga in the Upper East Region with a possibility of travelling to projects target areas.

Primary Duties and Responsibilities:

The Monitoring and Evaluation/ Project Officer will perform a wide range of duties including the following:

- Work with relevant programme staff to develop an M&E framework for project interventions. (defining activities, processes, inputs, outputs, outcomes, and associated indicators), and ensure annual reviews of the M&E Plan.
- In line with the M&E plan and systems designed, lead and/or support the implementation of M&E activities, such as needs and annual assessments, case studies, baseline and end-line assessments.
- Supervise the process of a project Base line and End-line Evaluation, including developing an evaluation roadmap and finalizing comprehensive data collection tools in close collaboration with the project team. Ensure quality analysis of data and guarantee high-quality analytical reports.
- Ensure systematic data collection including developing methodology and sampling, analysis, and reporting routine data per the overall M&E plan.
- Develop M&E tools (questionnaires, checklists, etc.) for data collection
- Using monitoring findings, conduct debriefing to relevant project and program staff members to facilitate the development of solutions to improve the project's performance monitored, to inform the design of future projects.
- Where studies are to be outsourced, prepare terms of reference (ToR) for assessment and Learning studies to be undertaken during programme implementation; and be responsible for the supervision and quality assurance of external assessments as required.
- Oversee the design and delivery of training courses on M&E for programme staff as commensurate with their needs
- Providing oversight to all the project components and consistently working to ensure adequate community involvement in the project
- Undertake regular community visits to monitor project activities
- Establish close relations with stakeholders and partners and prepare adequately for external project visits

- Monitor, organize, attend, and participate in stakeholder meetings and community engagements
- Document and follow up on important actions and decisions from meetings for relevant stakeholders
- Prepare necessary presentation materials for workshops and training
- Ensure that project timelines are met and compile technical reports.
- Perform any other duties assigned by the Executive Director or Programme Manager

Qualifications:

- A bachelor's degree, preferably in rural or development studies, economics or statistics with practical experience in monitoring and evaluation of activities in integrated development programmes (A master's degree is an advantage).
- A minimum of three (3) years of working experience with an NGO or Research/Academic Institution.
- Familiarity with and/or experience developing research protocols, tools, and data collection and analysis
- Familiarity with community terrains of the Upper East / Northeast regions

Knowledge, skills and abilities

- Knowledge of M&E and Project Management.
- Ability to ride a motorbike (YHFG staff are required to hold a riding license to be eligible as Project Officers).
- Fluency in, at least, Gurune, Kusaal or Kassem (experience working in these areas is a plus). Proficiency in the use of MS Word, MS Excel, MS PowerPoint. Applicants with a background in research software such as Kobo/ODK Collect, STATA, SPSS, NVIVO are preferred.

Personal characteristics:

The M&E/Project Officer should demonstrate competence in some or all of the following:

- I. **Behave Ethically:** Understand ethical behaviors and business practices and ensure that their behaviour and that of others align with the values of the organization.
- II. **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- III. **Communicate Effectively:** Speak, listen, and write in a clear manner using appropriate and effective communication tools and techniques.
- IV. **Creativity/Innovation:** Develop new and unique ways to improve the operations of the organization and to create new opportunities.
- V. **Focus on youth needs:** Anticipate, understand, and respond to the needs of internal and external young people to meet or exceed their expectations within the organizational parameters.
- VI. **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- VII. **Organize:** Set priorities, develop work schedules, monitor progress toward project goals, and track details, data, information, and activities.
- VIII. **Plan:** Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.

**Working
Conditions:**

The M&E/Project Officer will work in an office environment but most of the time will be on the field. The person will work a standard working week but may be required to work in the evenings and weekends where necessary.

Salary:
Competitive

**Equal
Opportunity:**

The Youth Harvest Foundation Ghana is an equal opportunity employer and will not discriminate against any applicant on disability, sex, religion, ethnicity, or any classification protected by the Labour Act (Act 651) of the Republic of Ghana. Young people (below age 35) are highly encouraged to apply.

How to apply:

Interested applicants should submit hard copies of their application letter and CV (in one pdf document) addressed to:

The Executive Director
Youth Harvest Foundation Ghana
P.O. Box 656
Bolgatanga, Upper East Region

All applications in soft copies can be submitted via email to careers@yhfg.org. The deadline for the submission of applications is **25th February, 2025**. *YHFG shall, however, assess applications on rolling bases and may conclude the shortlist before this deadline.* For further enquiries, please call Michael on **0382095924** (9:00 am to 4:00 pm working days only). Only shortlisted candidates will be contacted.