

Aga Khan Foundation, Afghanistan

Job Opportunities

Position Title: Monitoring and Evaluation Specialist - Market Development Programme (MDP)

Report to: National Market Development Program Manager/ National Evaluation, Research and Learning Unit (ERLU) Manager

Duty Station: Kabul

No Position: 01

Closing Date: April 20th 2010

Vacancy No:

Aga Khan Foundation (AKF) is a private international, nonprofit, and non-denominational development agency. It seeks sustainable solutions to long term problems of poverty, with special emphasis on the needs of rural communities in mountainous, coastal and other resource poor areas across the world. Concentrating its efforts in health, education, rural development and strengthening civil society sectors, AKF's approach is based on long-term commitment that is maintained through political and social uncertainty.

Aga Khan Foundation, Afghanistan is part of a dynamic network of development agencies currently operating in over 30 countries across Central and South Asia and East and West Africa. AKF, A currently manages and implements the largest, multi-sectoral development programme within the network and has built a strong reputation with the Government of Afghanistan, donors and local partners in a number of technical fields. At present, it is seeking an exceptional individual to fill the position of **Monitoring and Evaluation Specialist-Market Development Programme (M&E – MDP)** at its National Program Office Kabul–Afghanistan

Job Summary:

To support analysis and reporting which will further facilitate strategic development and planning, information flow from the field on activity tracking of planned programs/projects, and evaluations of program outcomes to further assist in management decision makings and donor reporting.

Main Duties and Responsibilities:

- Improve, systematize, and coordinate Market Development Programme (MDP) M&E systems for all regions that can gather information and track the progress of comprehensive ongoing Market Development programmes for strategic planning and review, implementation tracking, and management/donor reporting purposes.
- Develop and provide training for regional MDP M&E and MDP field staff in design of both qualitative and quantitative surveys and studies, data management, including data collection, data entry, data analysis, basic report writing and presentation of main findings for the improvement of data quality issues, linking such tools to strategic thinking, implementation tracking, and learning systems.
- Produce reports on lessons learned, success stories, and help conduct analysis under supervision of the National MDP Manager on various MDP studies on value chains, markets, businesses, and subsidies. Have significant duties in grant relations, proposal writing, and reporting for MDP donors.
- In coordination with ERLU, keep up-to-date the baseline forms as per different projects nature, build capacities and develop systems to enable program to translate M&E data into useful information for making well-informed decisions, and ensure key M&E outcomes and findings are communicated widely to promote program staff learning.
- Undertake monitoring visits and evaluations of MDP projects and programs from AKF Afghanistan (AKF) regions through coordination of relevant regional program/M&E staff and program coordinators.
- Provide training and capacity building measures for the regional M&E staff and MDP staff members.

Occasional Significant Duties

- Demonstrate teamwork and extend cooperation with other programs/ sections, and other AKF projects and departments.
- Close collaboration/communication and coordination with other sector's M&E staff, ERLU (Evaluation, Research and Learning Unit) and coordination team at national and regional offices.
- Other duties and responsibilities relevant to the Core responsibilities and duties of this position as assigned by supervisors of this position.

Required Qualifications and Experience:

- Minimum 3 years of experience in M&E preferably with market development/enterprise background.
- Bachelor Degree in Economics, Finance, Business Administration, or other relevant field.
- Excellent command of English and local language, ability to produce external and internal narrative and analytical programmatic reports.
- Excellent command of all standards office related software with high expertise in MS Excel and Access. Visual Basic experience/knowledge would be an asset.
- Other Skills: Team leadership and staff management skills in multidisciplinary setting; excellent interpersonal communications and mentoring skills; ability and willingness to travel throughout the AKF Afghanistan programme areas; ability to both lead and work under other leadership; and considerable analytical and problem-solving skills, Ideally experience with scientifically valid M&E with database management, MIS and or ICT.

Application: Applicants meeting the above requirements are requested to submit a cover letter along with their CV and the names of three references electronically to Jobs.afghanistan@akdn.org. No later than **April 20th 2010** or submit hard copy to AKF, National Programme Office House No 43 Main Road Wazir Akbar Khan Kabul Afghanistan.

Only short listed candidates will be contacted for an interview.