



**School of Law**  
Makerere University

## **Call for Employment Applications:**

### **Position: Monitoring and Evaluation Officer**

#### **About PILAC:**

PILAC is the premier University-based Law Clinic in Uganda. Established in 2012, PILAC seeks to promote Social Justice through a hands-on experiential learning approach as well as exposing students to live cases of individuals who have been confronted by the law in its varied manifestations. The Clinic has a Clinical Legal Education (CLE) programme, which is a hands-on learning programme intended to equip law students with public interest lawyering skills, Community Law Programme and Mobile Clinic (CLAPMOC) which is used to extend legal literacy sessions, legal aid service provision and other legal services to the communities around the university specifically in Kikoni, Kivulu, Kikubamutwe, Katanga and Lwengo District. The Clinic also offers prison interventions and outreaches in Mubende and Wakiso and engaging in research and advocacy targeting vulnerable groups. In addition to these programs is the training of legal practitioner on public interest litigation under the Network of Public Interest Lawyers (NETPIL) umbrella.

PILAC is currently implementing a project titled: Using Legal Education to promote public interest lawyering and improve on access to Justice with support from the Democratic Governance Facility.

**Term of Employment:** The Initial Contract is of 11 months, with possibility of renewal subject to performance and availability of funds.

**Terms of service:** Part time

**Start date:** Immediate

#### **Job Specification**

- A Bachelor's degree in relevant field with at least three years of experience in a Human Rights Organisation and/or development organization in designing, implementing and overseeing M&E related tasks.
- Sound knowledge and experience on writing reports.
- Experience of quantitative and qualitative data collection and analysis.
- Good interpersonal, communications, and facilitation skills.
- Hands on experience of managing database software.
- Strong statistical skills including knowledge of Microsoft applications.
- Programmatic experience in law, community work, legal aid or human rights work or in relevant field will have added value

## **Job Description**

### **1. Design and Implement M&E System:**

- Develop and implement M&E plan of project to generate regular information related to progress of the project.
- Develop common indicators for data collection, design data collection tools/templates, and assist for regular data collection/generation process.
- Provide technical support to project staff on implementing M&E plan and logical framework.
- Liaise with project management to collect and analyze data and to determine progress achieved.

### **2. Project Information Management**

- Track project's output and outcome level results on the periodic basis in close coordination with project's implementing team as well as with IPs.
- Collect, check, verify and compile data from the field as stipulated in the M&E plan.
- Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, power point presentation, etc.
- Update and maintain the project database.

### **3. Capacity Development in M&E**

- Provide technical support to staff members for all M&E related activities.
- Train staff members on M&E concepts, skills and tools.
- Work closely with implementing team for enhancing their capacity for proper data collection and reporting.
- Contribute to design TOR, training materials, communication materials related to project and M&E System.

### **4. Quality Assurance**

- Review field level assessment reports, baseline studies and evaluation reports.
- Ensure that reports from partners/consultants are complete and meet the quality requirements.
- Undertake the quality control of project's implementing strategies and approaches.

### **5. Reporting and Documentation**

- Prepare the M&E unit's periodic progress report and submit to supervisor.
- Assist project team to prepare period reports of project through providing M&E related information.
- Collect and/or assist to collect case story, best practice documentation, lesson learn; and update and manage those information in project's reports and other knowledge products.
- Work closely with the project to ensure that lessons learned from project evaluations are documented properly.
- Contribute for developing and managing knowledge products (knowledge management) of project.

**6. General responsibility:**

- Prepare monitoring field visit plan and conduct monitoring visit as and when required.
- Conduct regular monitoring to project's interventions to insure the quality delivery of inputs and contribute for generating expected results.
- Participate in internal and external monitoring mission.
- Work closely with the project team member and relevant stakeholders for monitoring and evaluation of project interventions.
- Assist to organize and facilitate various events such as meetings, workshops, conferences, and seminars.
- Carry out other duties and responsibilities related to M&E as assigned by supervisor.

**Interested candidates should submit an application letter together with a curriculum vita to the PILAC Coordinator at [chrismbazira@gmail.com](mailto:chrismbazira@gmail.com) and copied to [ahumuzadianah@yahoo.co.uk](mailto:ahumuzadianah@yahoo.co.uk) not later than 4<sup>th</sup> May 2018.**