
Vacancy Announcement

Monitoring, Evaluation, Accountability & Learning (MEAL) Officer (Maternity Cover) Contract Period: June 2025 to December 2025

Join our Team!

AFRODAD is looking for an experienced Monitoring, Evaluation, Accountability & Learning (MEAL) Officer for a 6 months' maternity cover.

About AFRODAD

The [African Forum and Network on Debt and Development \(AFRODAD\)](#) is a Pan-African civil society organisation established in 1996 to advocate for debt cancellation and addressing debt related issues in Africa. Over the past 25 years, AFRODAD has built expertise on public debt management issues and its intersectionality with domestic resource mobilisation, and international public and private finance in Sub-Saharan Africa and continue to be concerned that African economies do not become highly indebted and in debt distress as in the 1980s. We work with Government Officials across Africa, Members of Parliament, Media and Journalists, Civil Society Organisations, and Representatives from the global financial architecture at continental and global levels. We advocate for accountable and transparent public debt and financial management; strengthen legal and policy frameworks to curtail leakages through illicit financial flows and profit shifting; prioritising revenue generating opportunities through all forms of finance in Africa. Our work focuses on influencing African governments and institutions to adopt accountable and transparent public debt management policies and practices for sustainable development and eradication of poverty.

Since our establishment, we have been contributing to finding sustainable solutions to Africa's challenges in debt and resources mobilisation, including financial development. Our main focus areas are Sovereign Debt Management, Democratisation of the Debt Discourse, Collective Action on Debt and Development and Institutional Development & Sustainability.

Our **vision** is ***"A Prosperous Africa based on equitable and sustainable development"***.

Our **mission** is ***"To contribute to Africa's inclusive economic growth and sustainable development through influencing policy change on debt management and development finance anchored on a rights-based approach"***.

Our **motto** is ***"Africa a Rule Maker NOT a Rule Taker"***

AFRODAD is looking for an experienced Monitoring, Evaluation, Accountability & Learning (MEAL) Officer for a 6 months' maternity cover.

The post holder will contribute to the implementation of AFRODAD's Programme Development and Programme Quality (Fundraising, Monitoring and Evaluation) strategies. She/He will assist in the coordination and preparation of funding proposals and manage donor relationships on key grants and monitoring and evaluation processes of the organization.

Key Results Areas and Related Activities

1. Support the implementation of AFRODAD's funding strategy

- 1.1 Liaise with Programme teams to identify funding needs and coordinate applications that support the delivery of AFRODAD's strategic plan.
- 1.2 Research the priorities of new and existing donors and keep up to date with funding opportunities in grant giving organizations, including governments and trusts and foundations.
- 1.3 Ensure Programme staff are aware of funding opportunities and deadlines.
- 1.4 Work with colleagues across the organization to coordinate the preparation of high-quality funding proposals, including logical frameworks and budgets as required, ensuring that donor requirements and guidelines are understood and met.
- 1.5 Develop the skills and understanding of Programme staff as required on fundraising skills.
- 1.6 Keep up to date with new fundraising developments through networking internally and in the sector, attending events and reading relevant charity reports.
- 1.7 Maintain an accurate database of current and prospective donors, funding applications and their outcomes.

2. Manage the reporting process on a portfolio of grants

- 2.1 Manage the reporting process on a portfolio of grants Manage donor relations for existing and new grants, including negotiating grant contracts as required.
- 2.2 Once a new contract has been agreed, ensure the Finance department has all relevant information to provide accurate financial reports, and Programme teams have built reporting deadlines into their work plans.
- 2.3 Support Programme teams and work with the Finance department to prepare timely and accurate narrative and financial reports in line with contractual requirements.
- 2.4 Ensure the funding database is kept up to date and all records of contracts and reports are accessible.
- 2.5 Work closely with teams to set up systems for effective fundraising and grant management.
- 2.6 Support the effective monitoring and evaluation of grants.
- 2.7 Contribute to the organizational process for effective monitoring and evaluation.

3. Build and maintain effective relationships in support of AFRODADs work with donors and other stakeholders.

- 3.1 Work closely with the Communications team to raise awareness of our work among key donors (and ensure fundraising information is kept up to date on the website).
- 3.2 Manage communications to donors and work with the communications team to ensure that messages are appropriately targeted to donors.
- 3.3 Communicate findings of the programme monitoring and evaluation reports to the relevant stakeholders; in the process of conducting programme monitoring and evaluation'

4. Support the Monitoring and Evaluation Processes of AFRODAD

- 4.1 Participate in the design and implementation of in-house and external evaluations.
- 4.2 Participate in the process of coordinating and monitoring the implementation of recommendations from the programme monitoring and evaluation reports, as well as the development of progress reports; Contribute to the process of reviewing the M&E Framework. Contributes to the development of the branch monitoring and evaluation plan.
- 4.3 Identify and validate with key stakeholders and AFRODAD partners a set of appropriate and useful performance measures.

- 4.4 Work with the Executive Director to prepare the M&E section of the annual work plan
- 4.5 Review outcome- and impact-level evaluation of AFRODAD programmes and assist with the design of similar evaluation.
- 4.6 Assist to provide technical assistance on evaluation and study design for AFRODAD partners.

5. Data management aspects of the projects

- 5.1 Work with the portfolio leads to implementing the baseline and final evaluation data management responsibilities. Collect data in due time and enter it into the database.
- 5.2 Work on SPSS and/or Microsoft Excel to analyze data.
- 5.3 Meet regularly with the Policy, Research and Advocacy Manager and other staff AFRODAD to discuss the results of data and plan action steps to build strengths and address the weaknesses.
- 5.4 Work closely with the ICT and Campaigns and Communications staff to ensure that project results and reports are properly disseminated internally and externally.
- 5.5 Perform any additional duties as requested by the Executive Director.

Requisite Qualifications, Skills and Experience

- Bachelor's degree in Monitoring and Evaluation or a related field.
- Professional certification in Monitoring and Evaluation is an added advantage.
- A Master's degree in Economics, Development Studies, or Development Economics is an added advantage.
- At least two years of relevant fundraising experience and proven track record of success.
- At least two years of relevant monitoring and evaluation with a proven track record of success.
- Excellent writing skills with the ability to produce concise and relevant proposals.
- High standard of computer literacy (Excel, Word, Outlook).
- Meticulous attention to detail.
- Ability to plan and work within agreed timeframes
- Ability to demonstrate initiative and work well under pressure
- Ability to understand and generate budgets
- Excellent communication and interpersonal skills and ability to work with staff based in different countries and time zones

HOW TO APPLY

Interested candidates are invited to apply through the following link: [MEAL Officer \(Maternity Cover\)](#). Please ensure you upload the following documents as part of your application:

- A **detailed updated CV**
- A **500-word personal statement** outlining your motivation and suitability for the role

Note: Only applications that include **all the above** will be considered.

Applications will be reviewed **on a rolling basis**, and **interviews will be conducted until the position is filled or by 23rd May 2025**, whichever comes first.

Only shortlisted candidates will be contacted.
