



VACANCY: PLANNING, MONITORING, EVALUATION AND LEARNING (PMEL) COORDINATOR

AN OVERVIEW

Established in 1949, SOS Children's Villages is a dynamic social development international organization working globally to meet the needs and protect the interest and rights of orphaned and vulnerable children. In Nigeria, SOS Children's Villages was established in 1973 after the civil war as an affiliate of SOS Children's Villages International which is a federation of over 130 SOS Children's Villages Associations world-wide. We build families for neglected, abandoned or orphaned children, we help them shape their own futures and we share in the development of their communities. In fulfilment of our expansion project, we urgently require skilled individuals to fill the following vacancies for a project.

The project aims to enhance the childcare and protection system in Borno, Edo, and Plateau States, as well as at the national level, by implementing the Child Rights Law and Quality Alternative Care Guidelines, while also reducing child abuse and exploitation through strengthened state protection structures and community safety nets for vulnerable children.

The eligible candidate is required to possess the under listed skills in addition to role specific requirements.

- Understanding the NGO/INGO sector.
- Excellent understanding of children's rights and child protection issues.
- Awareness and basic understanding of issues affecting orphans & vulnerable children, such as the causes of vulnerability (e.g. HIV & AIDS, gender discrimination, poverty, etc.), local and national responses, etc.
- Excellent command of written and spoken English – other languages, an asset.
- Strong analytical and reporting skills, including ability to identify problems and possible solutions, and ability to clearly reflect these in a report.
- Good communication skills and People development skills, including facilitation, coaching and mentoring skills, to build the capacities of co-workers from partner organizations; as well as of children and their care-givers, and other community members.
- Collaboration skills, being driven to work with others and able to build strong working relationships community members and groups.
- Fluent in at least one of the local languages spoken in the Programme's target communities.
- Ability and willingness to travel as required within and between project/programme locations.
- Ability to work successfully in a cross-cultural, team-based environment.
- Strong use of MS Office Word, Excel and PowerPoint, Office 365.

JOB DESCRIPTION

The Planning, Monitoring, Evaluation & Learning (PMEL) Coordinator will play a crucial role in enhancing the effectiveness of our programs through comprehensive planning, monitoring, evaluation, and learning strategies. This position will involve setting up and coordinating PMEL frameworks and processes, contributing to the overall strategic vision of the team, and ensuring the quality and relevance of data collection, analysis, and reporting.

Key Responsibilities:

The selected financial professional will be responsible for:

1. PMEL Framework Development:
 - Design and implement a comprehensive PMEL framework that aligns with organizational strategies and program objectives.
 - Establish PMEL guidelines, standards, and tools to ensure consistency and quality across all project initiatives.
2. Data Collection and Analysis:
 - Coordinate and support data collection processes, ensuring the use of appropriate methodologies and tools.
 - Oversee the analysis and interpretation of data, ensuring that findings are accurately reported and inform decision-making.
3. Reporting:
 - Prepare, consolidate, and ensure the timely submission of high-quality reports for internal stakeholders and external partners/donors.
 - Ensure that reports clearly present findings, conclusions, and recommendations in a user-friendly manner.
4. Evaluation and Studies:
 - Plan and coordinate various evaluations, including baseline studies, mid-term evaluations, final evaluations, and surveys.
 - Collaborate with project teams to integrate evaluation findings into program implementation and strategy.
5. Learning and Knowledge Management:
 - Foster a culture of learning by promoting the use of data to drive program improvements.
 - Develop and facilitate learning sessions, workshops, and training for staff on PMEL processes and methodologies.
6. Collaboration and Stakeholder Engagement:
 - Work closely with program teams to ensure that PMEL practices are integrated into project design and execution.
 - Engage with external stakeholders, including partners and beneficiaries, to gather feedback and insights on program performance.
7. Capacity Building:
 - Provide technical assistance and training to staff and partners to enhance their PMEL skills and knowledge.
 - Assist in the development of capacity-building materials and resources related to PMEL.
8. Monitoring and Continuous Improvement:
 - Monitor the implementation of PMEL activities, ensuring adherence to timelines and quality standards.
 - Identify challenges and opportunities for improvement in PMEL practices and contribute to the continuous enhancement of program effectiveness.





9. Data Confidentiality: Understanding data confidentiality principles is compulsory. Treat donor information gathered confidential and secure.

10. Safeguarding Policy: Support in ensuring that all tasks are in compliance with the Safeguarding Policy Implementation in the Organization.

Qualifications:

- Bachelor's degree in social sciences, Development Studies, Statistics, or a related field (Master's degree preferred).
- Proven experience in planning, monitoring, evaluation, and learning, preferably in a humanitarian or development context.
- A Project Management Professional (PMP) certification would be an added advantage.
- Strong understanding of research methods and data analysis techniques.

Skills and Competencies:

- Excellent analytical skills, with the ability to interpret and synthesize complex data.
- Strong written and verbal communication skills, including the ability to create clear and compelling reports.
- Proficiency in project management, with the ability to prioritize and manage multiple tasks effectively.
- Familiarity with relevant software for data analysis (e.g., SPSS, Stata, Excel) and reporting tools.
- Proficiency in data management and reporting tools.

Application Details

Interested candidates should submit their CV and a cover letter on or before March 14, 2025, outlining their relevant experience and motivation for applying.

SOS Children's Villages is committed to creating and maintaining a caring and protective environment, which promotes its core values, and prevents and addresses all forms of abuse and exploitation. We strongly condemn all forms of child abuse and exploitation, be it within or outside of our organization, and always respond to any case of proven, alleged or attempted abuse within our sphere of influence according to its nature.

SOS Children's Villages is committed to creating and maintaining a safe working environment for our staff, the children and young people and the communities that we work for. The organization prohibits harassment, exploitation and abuses by or of any employee, supervisor, manager, child, young people, community, contractor, applicant, or other individual with whom SOS Children's Villages employees come into contact by virtue of their work. All employees are expected to carry out their duties in accordance with our prevention and protection against Sexual Harassment, Exploitation and Abuse policy.

In addition, SOS Children's Villages apply a zero-tolerance concerning any fraud situation. The organization does not charge a fee at any stage of the recruitment process.

All successful candidates will be required to undergo background checks.

