



NABOCADO

Navrongo-Bolgatanga Catholic Diocesan Development Organisation

"Transformation for Integral Human Development"

JOB VACANCY

Navrongo-Bolgatanga Catholic Diocesan Development Organisation (NABOCADO) of the Catholic Diocese of Navrongo-Bolgatanga has job vacancy:

Job Title: Monitoring and Evaluation (M & E) Officer – CHILD Project

Project: Collaborative Child Health Initiative for Life-saving and Development (CHILD) Project

Reports to: MEAL Coordinator, NABOCADO

Duty Station: Upper East Region (Navrongo-Bolgatanga Diocese, with frequent travel to target districts and communities)

Role Purpose

The M&E Officer will support the design and implementation of monitoring, evaluation, accountability, and learning systems for the CHILD Project under MEAL Coordinator. The role ensures effective tracking of project progress, quality assurance, data-driven decision-making, and accountability to beneficiaries, partners, and donors. The officer will also support learning and knowledge sharing to improve child health, nutrition, and protection outcomes in host and refugee communities.

Key Responsibilities

1. Implementation of project activities

- ❖ Train and support women of reproductive age (WRA) to undertake vegetable production
- ❖ Train and support WRA on Integrated Management of Childhood illness
- ❖ Support WRA established functioning mother to mother support groups
- ❖ Work closely with health facilities and department of agriculture to implement project activities

2. Monitoring and Evaluation

- ❖ Implement and track the project MEAL framework, tools, and systems in alignment with NABOCADO and donor requirements.
- ❖ Support baseline, midline, and endline surveys, as well as bi-annual assessments of childhood illnesses.
- ❖ Collect, analyze, and interpret quantitative and qualitative data on child health, WASH, and nutrition indicators.

- ❖ Support health facilities and community health volunteers (CHVs) in accurate data collection and reporting.
- ❖ Conduct routine field visits to verify project data and ensure compliance with monitoring protocols.

3. Accountability

- ❖ Implement and manage the project's Feedback, Complaints, and Response Mechanism (FCRM), ensuring child-friendly, safe, and confidential channels.
- ❖ Ensure communities, caregivers, and stakeholders are informed of their rights, project commitments, and reporting channels.
- ❖ Track and respond to complaints in a timely manner, escalating issues where necessary.

4. Learning and Knowledge Management

- ❖ Document lessons learned, best practices, and success stories for internal and external sharing.
- ❖ Organize reflection meetings, reviews, and learning sessions with project staff, health workers, and community partners.
- ❖ Support adaptive management by providing evidence-based recommendations for improving project implementation.
- ❖ Contribute to the preparation of donor reports by providing accurate and timely MEAL data.

5. Capacity Building

- ❖ Facilitate the training of health facility workers, CHVs, and community structures on data collection, reporting, and accountability mechanisms.
- ❖ Provide ongoing coaching and mentoring to strengthen local capacity for M&E and learning.

6. Safeguarding and Compliance

- ❖ Ensure adherence to NABOCADO's safeguarding, child protection, and data protection policies.
- ❖ Promote ethical standards in data collection, storage and reporting with emphasis on confidentiality and informed consent.

Qualifications and Experience

- ❖ Bachelor's degree in Public Health, Statistics, Development Studies, Agriculture, Monitoring & Evaluation, or related field (Master's degree is an advantage).
- ❖ At least **1 - 3 years' experience** in M&E or MEAL roles, preferably within health, nutrition, Agriculture or child-focused projects.
- ❖ Demonstrated experience with data collection tools (e.g., KoboCollect, ODK, DHIS2) and data management systems.
- ❖ Experience working with NGOs, donor-funded projects or humanitarian interventions in rural/underserved settings.

Skills and Competencies

- ❖ Strong analytical and problem-solving skills.
- ❖ Excellent facilitation and training skills.
- ❖ Ability to design, manage and analyze surveys and assessments.
- ❖ Proficiency in statistical software (SPSS, STATA, or Excel advanced functions).
- ❖ Strong report-writing and presentation skills.
- ❖ Fluency in English (knowledge of local languages is an asset).

- ❖ Commitment to accountability, safeguarding and ethical standards.
- ❖ Ability to work independently with minimal supervision and as part of a team.

Contract and Duration

- ❖ **Contract Type:** Full-time, project-based, renewable on yearly basis subject to satisfactory performance
- ❖ **Duration:** Until October 2028
- ❖ **Location:** Bolgatanga with regular travel to Bawku West, Binduri, and Nabdam Districts

Closing date: 1st December 2025 at 4:30 PM

All applications with relevant certificates and CV scanned in pdf should be send to the following ALL APPLICATIONS SHOULD BE SEND VIA EMAIL ONLY

To: info@nabocado.org.gh

Note: ONLY shortlisted applicants will be contacted.

