



**The African Forest Forum
Planning, Monitoring, Evaluation and Reporting
Officer**



The African Forest Forum (AFF) is an association of individuals who share the pursuit and commitment to the sustainable management, use and conservation of the forest and tree resources of Africa for the betterment of the socio-economic wellbeing of its people and for the stability and improvement of its environment. The purpose of AFF is to provide a platform and create an enabling environment for independent and objective analysis, advocacy and advice on all relevant policy and technical issues pertaining to achieving sustainable management, use and conservation of Africa's forest and tree resources as part of efforts to reduce poverty, protect the environment and promote economic and social development.

AFF has established a Planning, Monitoring, Evaluation and Reporting Unit (PMERU) to facilitate the implementation of Results Based Management (RBM) approach in its programmatic work.

The position

The African Forest Forum is now recruiting a Planning, Monitoring, Evaluation and Reporting Officer (PMERO), reporting to the Executive Secretary

Duties and responsibilities:

The PMERO should:

- Lead in the development and implementation of a Monitoring and Evaluation Plan of AFF's programmatic work.
- Prepare, maintain and update guidelines and templates for the complete project life cycle.
- Develop, maintain, and update a RBM manual for all AFF projects.
- Spearhead the deployment of an automated Project Management System (PMS) to operationalize the RBM system efficiently.
- Develop a results matrix for all AFF projects.
- Guide the development and monitoring of targets and indicators for outputs, outcomes, and impacts.
- Work with all staff to ensure the collection of relevant and appropriate information for an effective M&E system.

- Assist programme staff in the preparation of annual work plans.
- Produce quarterly, semi-annual, and annual Monitoring and Evaluation reports.
- Lead in capturing the impact and success stories from the work of AFF.
- Any other responsibilities as assigned by the Executive Secretary or other immediate supervisor.

Key competencies and skills:

- Demonstrated skills in developing and implementing RBM and automated PMS systems;
- Strong oral and written communication skills;
- Ability and keen interest to work in teams;
- Capacity to work in a fast-paced environment on multiple tasks.

Qualification and experience:

- Must have at least a Master's degree in a relevant discipline and at least 5 years of demonstrated experience in planning, monitoring evaluation and reporting.
- Previous experience in developing results based tracking frameworks, performance monitoring plans and methodologies for quality performance monitoring, as well as outcome and impact-based reporting .
- Knowledge of data collection protocols, as well as an ability to identify data trends and communicate information.
- Fluency in English is required and working knowledge of French is desirable.

Terms of offer:

AFF and ICRAF are equal opportunity employers and offer a collegial and gender-sensitive working environment, and we strongly encourage applications from qualified women. The appointment will be for an initial period of two years, subject to a nine (9) months' probation period.

How to apply

How to apply: Interested candidates who meet the above qualifications and experience should email their CVs and cover letter to **HumanResources@cgiar.org** , not later than **25th May 2018**. Please attach your cover letter and CV/Resume (as one document – labelled with your First Name and Last Name) with the positions title as the subject line of the email. Only short-listed applicants meeting the above requirements will be contacted.

To learn more about our organizations, please visit our websites: www.worldagroforestry.org and www.afforum.org