

## M&E Officer

tvt07998@gmail.com

Phone :

Web :



### Job Summary

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Vacancy :

Deadline : May 10, 2025

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About DHSA:

Development and Humanitarian Services for Afghanistan (DHSA) established in 1992, the mission of DHSA is to redefine development in Afghanistan by promoting a dynamic and capable civil society as a means to foster local ownership of development, dignity and a peaceful & sustainable future for all Afghans.

Throughout the 1990's, DHSA focused primarily on drawing strength from local knowledge and traditional relationships to fill gaps, caused by a weak national government and absence of public services. During this time, DHSA focused on activities such as water sanitation and irrigation, education, food assistance to drought affected populations, and rural rehabilitation, matching local know-how with the financial and political support from international aid agencies and donors such as EC, USAID, WFP, WHO, the UN, Canada fund/Care International and Novib.

The political changes brought by the Bonn Agreement in 2001 allowed DHSA to add development of civil society in Afghanistan – through its media, education and various community development projects – to its portfolio, in addition to humanitarian assistance.

To achieve its mission, DHSA presently operates five activities:

- Humanitarian Activities
- Public Media and Communication (TKG),
- Education
- Cultural Heritage
- Environmental Protection

### Job Description:

#### Job Purpose:

The M&E Officer is responsible for designing, implementing, and managing a monitoring and evaluation system to track project performance and impact. This role ensures data-driven decision-making, quality assurance, and accountability by collecting, analyzing, and reporting data across project activities.

#### Key Responsibilities:

- Develop and implement M&E frameworks, systems, and tools aligned with project goals.
- Conduct baseline, midline, and endline surveys; ensure regular data collection and analysis.
- Maintain and update the project database, ensuring data accuracy and security.
- Analyze quantitative and qualitative data to monitor project performance and outcomes.
- Prepare regular reports (monthly, quarterly, annual) for internal and external stakeholders.
- Support project teams with data collection training and capacity building.
- Lead on the development of key performance indicators (KPIs) and logical frameworks (logframes).
- Ensure compliance with donor requirements and organizational standards.
- Coordinate with external evaluators during assessments and audits.
- Identify lessons learned and best practices to inform program improvement.

#### Job Requirements:

- Bachelor's degree in Social Sciences, Statistics, Development Studies, or a related field (Master's preferred).
- Minimum 3 years of experience in M&E, preferably in development or humanitarian settings.
- Strong skills in data collection, analysis, and reporting.
- Proficiency with M&E software and tools (e.g., Excel, SPSS, KoboToolbox, Power BI).
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving abilities.
- Knowledge of both quantitative and qualitative research methods.
- Ability to work independently and as part of a team.

#### Submission Guideline:

Please submit your CV and cover letter to [jobs@dhsa.af](mailto:jobs@dhsa.af) clearly mention the vacancy number and job title DHSA/TKG (3-25) M&E Officer in the subject line Application without subject line will not be considered.

Note: Only Shortlisted candidates will be contacted for interview.

DHSA/TKG is an equal opportunity employer and both genders are urged to apply.

#### Submission Email:

[jobs@dhsa.af](mailto:jobs@dhsa.af)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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