

# MIS & Reporting Officer

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Web :



## Job Summary

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Vacancy :

Deadline : Feb 08, 2025

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Employment Status : Full Time

Experience : Any

Salary : As per SGOA Salary Scale

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About Sustainable Goals Organization for Afghanistan:

The **Sustainable Goals Organization for Afghanistan (SGOA)** is a non-profit NGO established in 2020 and registered with the Ministry of Economy and Ministry of Public Health. It operates in various sectors, including WASH, health, education, food security, and livelihood support, providing emergency response and relief to returnees and internally displaced persons (IDPs) in remote and underserved areas. Partnering with organizations such as UNDP, UN Women, and NRC, SGOA aims to enhance livelihoods, promote socio-economic inclusion, and deliver humanitarian assistance. Committed to upholding human rights and aligning with the Sustainable Development Goals (SDGs), SGOA focuses on economic empowerment, improving quality of life, and integrating individuals with disabilities, while valuing honesty, integrity, teamwork, and respect for diversity.

### Job Description:

#### Job Summary:

The Provincial Monitoring & Evaluation (M&E) Officer is responsible for overseeing the monitoring, evaluation, and reporting of education programs at the provincial level. The officer will ensure data collection, analysis, and reporting align with the Sustainable Goals Organization for Afghanistan's (SGOA) objectives and donor requirements. This role involves working closely with program staff, local stakeholders, and the central M&E team to ensure effective program assessment and continuous improvement.

#### Key Responsibilities:

##### 1. Monitoring & Evaluation System Implementation:

- Develop and implement M&E plans for education programs at the provincial level.
- Ensure data collection tools and methodologies are effectively used by field staff.
- Conduct field visits to monitor program activities and verify data accuracy.

##### 2. Data Collection & Analysis:

- Collect, analyze, and interpret program data to assess performance against targets.
- Maintain a database for tracking key indicators and program outcomes.
- Provide timely feedback to program teams for necessary improvements.

##### 3. Reporting & Documentation:

- Prepare regular progress reports, including success stories, case studies, and impact assessments.
- Ensure reports meet donor and organizational standards for quality and accuracy.
- Assist in the preparation of evaluations and research studies.

##### 4. Capacity Building & Support:

- Train and support field staff in data collection, reporting, and M&E best practices.
- Ensure field teams understand the importance of M&E in improving program impact.
- Promote a learning culture within the provincial education team.

##### 5. Stakeholder Coordination & Compliance:

- Collaborate with local education authorities, partner organizations, and community representatives.
- Ensure M&E activities align with donor requirements and national education policies.
- Support the implementation of accountability mechanisms, including feedback from beneficiaries.

### Job Requirements:

#### Job Requirements:

- **Education:** Bachelor's or Master's degree in Monitoring & Evaluation, Statistics, Social Sciences, Education, or a related field.
- **Experience:** Minimum of 3-5 years of experience in M&E, data management, or program evaluation, preferably in the education sector.
- **Technical Skills:**
  - Proficiency in M&E methodologies, data collection tools, and analysis techniques.
  - Experience using data analysis software (e.g., SPSS, Excel, Power BI) and digital survey tools (e.g., KoboToolbox, ODK).
  - Familiarity with donor reporting requirements and impact measurement frameworks.
- **Soft Skills:**
  - Strong analytical and problem-solving skills.
  - Excellent communication and report-writing abilities.
  - Ability to work collaboratively with teams and local stakeholders.
  - Fluency in English, Pashto, and Dari is preferred.
- **Other Requirements:**
  - Willingness to travel to field locations for data collection and monitoring visits.
  - Commitment to gender equality, inclusion, and SGOA's mission.

### Submission Guideline:

Candidates who meet the specified criteria should send their updated CVs and cover letters to the designated email. It's important to mention the **position title, vacancy number, and province** in the subject line; otherwise, the application may not be considered. Please refrain from sending large documents like Tazkira, education certificates, or work references. Only shortlisted candidates will be contacted for further recruitment stages, and applications will not be accepted after the closing date. Local candidates are highly encouraged to apply and will be given priority.

### Submission Email:

recruitment@sgoa-af.org

**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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