



AFRICAN CASHEW ALLIANCE

Monitoring and Evaluations Officer

Location: Accra, Ghana

ABOUT THE ACA

ACA was founded in 2006 in Guinea-Bissau. Among the 23 founding members were cashew farmers, processors, traders and associations from Africa as well as Ahold, GIZ, Kraft Foods, Olam, Richard Franco Agency and USAID. Today, ACA is a business association of more than 170 member companies from more than 30 countries worldwide from along the value chain.

Vision

A globally competitive African cashew industry that benefits the value chain – from farmer to consumer.

Objectives

- Increase processing
- Improve competitiveness and sustainability
- Facilitate public-private cooperation

ACA supports the African cashew industry by:

Providing technical assistance and facilitating investments

Promoting standards and market linkages

Partnering with national and international institutions

BACKGROUND

Aside its main activities, ACA has recently taken on and manages a variety of donor-funded projects, partnering with private sector organizations to provide trainings to cashew farmers as well as cashew processors to increase cashew processor capacity, and improve traceability across the cashew supply chain, among other objectives. Under the overall guidance of ACA's Managing Director and direct supervision of the Assistant Projects Manager, the M&E Officer will be responsible for monitoring and ensuring that the different projects maintain their strategic vision and that their activities result in the achievement of their intended outputs in a cost effective and timely manner. The M&E Officer will be responsible for designing and implementing the M&E activities of the different Projects; liaising with the Assistant Project Manager in preparing Quarterly/Annual reports on projects progress. He/ She will monitor the project activities on a regular basis, helping to develop and maintain the M&E of the projects and will be responsible for the collection & analysis of different data in relation to the project activities.

DESCRIPTION OF TASKS

Monitoring and Evaluation:

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output



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- Monitor and evaluate overall progress on achievement of results
- Develop monitoring and impact indicator for the project success
- Assisting the Projects Manager in collecting and analyzing project data related to indicators
- Oversee data collection in the different projects; assure that field partners are collecting the requested data on the field in the right format to assure accuracy and integrity of data collected
- Analyzing data collected and make recommendations for project activities
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks
- Support monitoring and evaluation of the effects and impact of the projects

Reporting

- Assist in keeping track of reporting deadlines and work plan commitments
- Support the communications team in preparing monthly and quarterly reports on project progress based on project activities.
- Support the Assistant Projects Manager in preparing other relevant reports;

EDUCATION AND EXPERIENCE

- A University Degree preferably in Business Administration, Economics or related field.
- At least 5 years of experience in the design and implementation of M&E in development projects implemented by national/international NGO's/ Government.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Proven ICT skills, especially in the use of M&E tools like SPSS, etc.
- Strong training & facilitation skills.
- Fluency in written and spoken English, French is an advantage

COMPETENCIES

- Promotes the vision, mission, and strategic goals of ACA
- In-depth knowledge on M&E and development issues
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.
- Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change
- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships



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- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support
- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

HOW TO APPLY

Interested persons should send CV and cover letter to jobs@africancashewalliance.com by 31st August, 2015