

Monitoring, evaluation, accountability and learning (MEAL) officer

February 2019

The African Centre for Biodiversity (ACB) is a registered NPO based in South Africa and working on the African continent, in particular in Southern and East Africa. The ACB is committed to dismantling inequalities in food and agriculture systems in Africa and to promoting agro-ecology and food sovereignty as feasible alternatives.

The ACB seeks to employ a dynamic, self-motivated, proactive, independent, critical and analytical thinker to join our team to support monitoring, evaluation, accountability and learning (MEAL) focusing on our three programme areas: Biosafety, genetically modified organisms (GMOs) and new technology; seed sovereignty; and resisting corporate power in the agro-food system. More information on ACB's work and policies can be found at www.acbio.org.za.

ACB's focus of work is on bringing marginalised voices into national, regional and global policy spaces in these programme areas. A key element of our work is advocacy. We are seeking a senior MEAL officer with knowledge and experience in monitoring advocacy and impact. ACB has an M&E strategy in place, but seeks to strengthen and deepen this strategy and its effective implementation.

Functions will include:

- Revise and develop ACB's M&E strategy, guidelines and tools, including innovative tools and methods for monitoring impact, means of engaging with ACB's partners on the continent to generate ongoing information about the impacts of our work, development of a strategic approach to accountability monitoring and reporting, and organisational learning linked to M&E;
- Develop and implement means for monitoring all outcomes and outputs in accordance with donor contracts and ACB's work plans;
- Develop systems to manage information arising from MEAL activities;
- Develop, review and amend ACB's logical framework and baselines as required;
- Provide support in developing outcome and output indicators as required;
- Periodically extract lessons learned from ACB's activities for sharing within the organisation and outside;
- Develop and implement effective means of event evaluation and capture the results for periodic synthesis and reporting;
- Work with the communications team to develop and implement effective means to monitor and report on publications, media, interviews etc conducted by ACB, including statistics and synthesis of information for periodic sharing;
- Work with the communications team to manage and maintain a calendar of events for ACB activities;
- Use M&E results to draft annual and donor reports as required;
- Presentations and participation in ACB planning and staff meetings;
- Develop staff capacity to participate meaningfully in M&E processes;
- Assist and participate in ACB events as required;
- Other assistance to the Executive Director as required.

All activities will be conducted in close working relationships with other ACB staff.

Minimum requirements:

- A recognised M&E qualification, minimum Bachelors' degree;
- A minimum of 10 years of organizational experience in M&E;
- Thorough familiarity with principles and current approaches to MEAL using both quantitative and qualitative methods;

- Demonstrated M&E field experience; skilled in collecting, manipulating, synthesizing and analyzing data;
- Understanding of donor expectations and trends for M&E;
- Proven English writing skills (based on writing samples);
- Ability to work independently and to tight deadlines with minimal supervision;
- Ability to work well in teams;
- Good computer skills (writing, spreadsheets/databases).

Experience in any of the following will be an advantage:

- A history of social/environmental activism;
- Desktop and/or field research;
- Work with a diversity of social actors, including smallholder farmers.

The successful candidate will be based in Johannesburg and will work from ACB's office, with some regional travel. Costs of relocation can be negotiated if necessary.

ACB has an Employment Equity policy in place, and is committed to racial and gender equality in our divided and unequal society. Preference will therefore be given to black African and women candidates.

The candidate must be a good fit with ACB's organisational culture and ACB reserves the right not to hire anybody to the position. We are looking for someone who is decisive, self-motivated, a critical thinker, with initiative, ability to learn quickly, flexible and able to work under pressure in a dynamic environment, and who works well in teams.

Salary is at competitive market rates.