

## *Vacancy announcement*

# Thematic Coordinator: Monitoring, Evaluation and Community Outreach Post

Station: Harare  
Contract period: 12 months (Renewable)  
Deadline for Application: Close of Business 19 April 2019

## The Programme

Two Scandinavian media development organisations, International Media Support (IMS) and Fojo Media Institute (Fojo), are jointly implementing a three-year media development programme whose aim is to contribute to a society in which Informed citizens freely participate, interact and contribute to democratic governance and development in Zimbabwe.

The programme, which is funded by the government of Sweden seeks to cultivate credible mainstream and alternative media that enables and informs actions of marginalised communities in rural and urban areas, promoting transparency, accountability, and inclusion in close collaboration with civil society.

The programme will work in close cooperation with Zimbabwe partners, building on and strengthening their knowledge and expertise.

## The Role

The main responsibility of the Thematic Coordinator is to maintain a culture of continuous learning and development in the organisation. This requires the development of proper systems and tools for effective monitoring and evaluation of the different programme activities, regular documentation and sharing the learning experiences, as well as continuous integration of new insights and learning into the programs' design and implementation.

The Thematic Coordinator will be working closely with management teams, and local Implementing partners to collect and analyse data in light of the programme's results frameworks and offer recommendations to enhance programme's performance.

She/he will also be working closely with the M&E expert at HQ, the Programme Office team and the M&E contact persons within local partner organisations to assess progress and impact of the programme and co-design proper assessment tools.

## Key responsibilities

- (1) Develop and implement an effective monitoring and evaluation system for different projects and the Programme in general.
- (2) Maintain an organisational culture of continuous learning, documentation of results and sharing of experience.

- (3) Develop and implement an effective outreach system for the Programme
- (4) Ensure timely reporting of implementation progress, and results.

## Detailed tasks

- Assist in developing and adapting monitoring and evaluation templates for the programme, identifying necessary data and the tools that will be used to collect this data, the frequency and task division of the data collection responsibilities, etc.
- Orient Partners and Programme Office team on the monitoring and evaluation framework of the Programme and conduct periodic refresher training to partners on the same.
- Support Partners in the adaptation and implementation of the M&E framework throughout the Programme Period.
- To assist in regular data collection through implementing partners and ensure quality of the data by random verification and validations.
- Prepare regular progress reports and assist in preparing donor reports.
- Assist in designing, coordinating and conducting projects evaluations.
- Assist in designing and conducting Post Implementation Monitoring Surveys.
- Assist in conducting Programs Data Review.
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way to analyse and discuss findings based on regular monitoring data.
- Assist in providing technical support on M&E and evidence-based recommendations to the Programme Management Committee and to Implementing Partners.
- Ensure that implementation of field activities adheres to IMS-FOJO Results Framework
- Assist in developing the Programme M&E plan that outlines the monitoring and evaluation activities.
- To ensure effective implementation of IMS-FOJO Monitoring and Evaluation activities through participation in establishing and maintaining M & E systems, design of surveys, providing specific guidance.
- To ensure the coordination of monitoring activities through the development of methodologies to facilitate and promote adherence to work plans towards a qualitative and quantitative management systems and tools.
- To develop and maintain up-to-date databases of priorities and results, ensuring the collection and safekeeping of data to bolster monitoring activities and reporting methodologies on status of implementation and results, drawing the attention of the Programme Manager and Implementing Partners to gaps and problems in quantitative and qualitative results, proposing remedial actions as appropriate.
- Facilitate Programme Team and Conduct periodic field visits for the evaluation of the Programme's operational process, policies and performance, in collaboration with the Programme Office team, implementing partners and beneficiaries to ensure and facilitate effective implementation of the programme activities.
- Conduct periodical impact assessments
- To coordinate M & E information flow from implementing partners, processing M & E data and preparing reports for submission to Project Management Committee and funding partners.
- To ensure the rapid dissemination of data within IMS-FOJO staff, as well as to key partners and stakeholders, analysing feedback and making recommendations for adaptation and improvements.

- To support in formulating a proper documentation system for programme results at IMS-FOJO Programme office and for implementing partners and follow up on its implementation.
- Assist Programme Management Committee in the process of periodical review of the Programme theory of change in light of learning experience and contextual developments.
- Design and implement an effective outreach strategy for the programme
- Strengthen local partner outreach skills and strategies
- To support in establishing a profiling system for the beneficiaries to facilitate tracking progress and ensure the activities provided respond to the needs of target communities.

## Qualifications

- University Degree in any Social Science discipline, Masters' would be an asset.
- Qualification, knowledge and experience of project monitoring and evaluation and community outreach.
- Understanding of the current M&E trends and especially M&E systems in media related development organisations
- Passionate about media development and rural community outreach.
- At least 3 years of previous experience in the design and implementation of M&E in development/media related projects implemented by NGOs.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Experience in rural outreach and community development an asset.
- Excellent organisational skills. Analytical and research skills.
- Excellent communication and teamwork skills.
- Good report writing skills.
- Excellent spoken and written English, and Shona. Proficiency in other local languages an asset.

## To apply

Please send a cover letter and a resume highlighting suitability to the position to [recruitmentfojo@lnu.se](mailto:recruitmentfojo@lnu.se) with the subject title: "Thematic Coordinator, M&E and Community Outreach".

*FOJO-IMS is an equal Opportunities Employer. Female Candidates are encouraged to apply*

## About the Organisations

**Fojo Media Institute** is part of the public Swedish Linnaeus university. Since 1972, Fojo Media institute has worked to strengthen the capacity of Swedish journalists. Since 1991, Fojo has also engaged in international media support in Africa, Eastern and Central Europe, Asia, Latin America as well as the MENA region.

For more than 45 years of continuous operation, we have strengthened our partner organisations' institutional capacity and trained more than 50 000 journalists from more than 100 countries.

Jointly with our partners and individual journalists we have engaged in a wide range of issues related to journalism and democracy, such as media convergence, business management, investigative reporting, fact checking, access to information and managing threats and hate speech. Fojo has extensive experience in Africa and has been engaged in the region since 1991, when the organisation launched an International Training

Programme on journalism and democracy with participants from a large number of Sub-Saharan countries, among them Zimbabwe.

**International Media Support (IMS)** is a non-profit organisation working with media in countries affected by armed conflict, human insecurity and political transition. Across four continents including Africa, Asia, Eastern Europe, the Caucasus & Central Asia, Middle East & North Africa, IMS as one of the leading media development organisations helps to strengthen professional practices and ensure that media and media workers can operate under challenging circumstances.

IMS works to enable media to reduce conflict, strengthen democracy and bring about dialogue in close partnership with local media and media support organisations nationally as well as internationally.

IMS has been working with media development in Sub-Saharan Africa since its establishment in 2001, and currently runs a number of programmes within its Strategy for Sub-Saharan Africa 2018-2020, which works along the following service-lines:

- Sustainable production of ethical and professional public interest journalism
- Reform of media policies, laws and regulations
- Safety and protection of media workers
- Inclusive workplaces (including gender concerns)
- In Zimbabwe, IMS has been active in Zimbabwe since 2005, and with larger comprehensive programmes since 2007 on a range of issues related to media freedom, self-regulation and content development.