# Impact Assessment and Shared Learning (IASL)

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| **Job Title :** Manager - Impact Assessment and Shared Learning **Reports to : Programmes and Policy Director** **Responsible for : M & E Coordinator, MEL Officer, Administrative Secretary** **Directorate :** Programmes and PolicyCritical working relationships: Manager, Community Resilience to Climate change; Manager, People’s Action for Democratic Governance; Manager, Women’s Access to Social Justice; Manager, Women’s Access to Social Justice, Policy Analyst and LRP Cluster Coordinator.**Job Role:** Provide technical and professional expertise in the development, review, documentation and implementation of systems for monitoring, evaluation and learning of the AAU Programme and projects in line with ALPS, AAI/U M&E framework and other Organisational policies and procedures. **Person Specifications Qualifications:** * A Bachelor’s Degree in Science Degree in Statistics, or Development Studies or any Social Science discipline.
* A postgraduate Diploma in Project Planning and Management or Monitoring and Evaluation will be an added advantage.

**Experience:** * A minimum of six years of similar experience from a reputable Organisation three of these should have been at management level.
* Two to three years’ experience in creating and leading the implementation of MEL systems for NGO
* Demonstrated experience in using STATA, SPSS, Epi info, MIS

**Competencies:** * Monitoring and Evaluation and learning skills
* Gender and power analysis
* Data analysis and reporting skills
* Report writing and presentation skills
* M&E systems management and utilisation
* Ability to transfer knowledge to diverse audiences through training, mentoring and other formal methods
* Good knowledge of principles and correct approaches to monitoring and evaluation in development Programmes using both quantitative and qualitative methods
* Excellent oral and written skills
* Transformative feminist leadership skills
* Project Planning and Management
* Coordinating and controlling of Programmes
* Ability to establish critical working relationships
* Ability to promote and safeguard AAU policies
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| **S/N**  | **Key Result Areas**  | **Duties and Responsibilities**  |
| 1.  | LEARNING AND KNOWLEDGE SHARINGDevelop, review and plan for annual learning and knowledge sharing for AAU. in line with open information policy and other Organisational policies and procedures  | * Review and develop strategies for annual national shared-learning event.
* Plan and coordinate the implementation of an annual national shared learning event to promote visibility, learning and increase space for influencing policies and practices with stakeholders.
* Work with the Communications and IT units to develop platforms and guidelines for staff to take and use quality photographs and short video clips for shared learning.
* Coordinate the administrative functions to the Uganda HIVE website in line with the HIVE guidelines and promotes its use among staff to improve effectiveness.
* Review and ensure that uploaded material on the HIVE meet the required quality and standards.
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| 2.  | COMPLIANCE ENFORCEMENTMonitor and enforce Action Aid Uganda, staff and partners compliance to ALPS, M&E requirements and AAU policies, procedures and guidelines  | * Develop and review unit ALPS self-assessment tools for shared learning
* Lead the update and quality assurance of content on the Alps Tracker system
* Periodically review and advise management on the ALPS tracker requirements.
* Upload documents for each of the completed Affiliate ALPS process onto the ALPS Tracker.
* Coordinate half-yearly review and reporting on compliance to Alps core principles, attitude behaviours and practices
* Ensure that Programmes/projects proposals for implementation have clear performance indicators
* Monitor the compliance of Programmes implementation to Organisation policies, procedures and guidelines
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| 3.  | DOCUMENTATION AND REPORTINGLead and provide technical assistance in documentation and reporting of AAU’s work for profile building and shared learning  | * Review and develop strategies and guidelines for improved documentation of stories of change, case stories for sharing, learning, accountability, reporting and fundraising
* Assist staff and consultants to understand and use the documentation strategy and guidelines to undertake documentation in line with AAI/U
* Coordinate major documentation initiatives for learning, accountability, reporting and fundraising of the different teams to best meet the interest of audiences of the Unit, Affiliation and Federation in general
* Review documentation drafts for quality and editorial advice before their publication
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| 4. | EMPLOYEE RELATIONS AND STAFF MANAGEMENTSupervise, motivate, coach and build the capacity of in line with the HR policy and other Organisational procedures | * Set, agree and document staff performance targets and work plans
* Lead the assessment and consolidation of the staff capacity building needs for planning and collaboration with other units
* Plan, coordinate and hold unit staff meetings
* Manage and report on staff performance as per set targets
* Conduct staff planning and inform HR office in time
* Conduct and provide staff appraisal reports to HR office
* Mentor, coach and inspire staff in Programme theme and cluster
* Prepare, communicate and manage unit staff leave schedules and maintain updates on unit staff files
* Create and foster an enabling environment for staff performance, recognition and reward for good performance
* Facilitated the induction process for new staff in line with AAU induction procedures and guidelines
* Monitor compliance of the unit team to Organisational policies and promptly any breaches
* Ensure Audit recommendations are promptly followed up and enforced
* Respond to keep track of and report on information needs and queries from cluster and LRP staff about Organisational policies and procedures
* Review accountabilities from unit staff for completeness and conformity to Organisational policies and accuracy
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| 5. | MONITORING AND REPORTINGCoordinate the implementation, monitoring of and reporting on the AAU corporate systems and the strategy of knowledge management. | * Ensure the implementation of maintenance of KM systems in all departments of AAU
* Champion and track the use of and reporting on corporate knowledge in AAU and amongst its partners and other stakeholders
* Track trends in contemporary KM practices, document and provide advice/ recommendations on key developments to AAU management
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| 6. | PROGRAMME IMPACT ASSESSMENTOversee Programme monitoring review, documentation, evaluations and sharing of impact from LRPs with internal, national, and external stakeholders | * Follow-up and obtain regular updates/ reports on progress of regular income and donor funded projects from cluster staff
* Guide cluster Coordinators to respond to information needs and request from the national and international teams in line with ALPS
* Receive, consolidate and share reports on community, district and cluster level PRRPs in line with ALPS
* Review quality of documented reports by cluster teams and models for sharing
* Monitor and review the implementation and or compliance with risk management policies in the Programmes and report on any discrepancies
* Support the generation, documentation and packaging of stories of change from the clusters for dissemination and shared learning
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