# 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 Policy  Critical 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 | | |
| **S/N** | **Key Result Areas** | **Duties and Responsibilities** |
| 1. | LEARNING AND KNOWLEDGE SHARING  Develop, 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. |
| 2. | COMPLIANCE ENFORCEMENT  Monitor 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 |
| 3. | DOCUMENTATION AND REPORTING  Lead 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 |
| 4. | EMPLOYEE RELATIONS AND STAFF MANAGEMENT  Supervise, 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 |
| 5. | MONITORING AND REPORTING  Coordinate 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 |
| 6. | PROGRAMME IMPACT ASSESSMENT  Oversee 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 |