**JOB APPLICATION** - SE  **- SECTION A**

Monitoring, Evaluation and Learning Officer

Please complete all relevant parts of this form clearly in type or dark ink.   
The boxes can expand or shrink to fit your text.

**Position applied for:**

**Surname:**

(Previous name if applicable)

**First name:**

**Preferred title: Preferred:**

**Address:**

**Email: Telephone/Skype:**

**Referrees:**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Organisation |  |  |
| How do you know the referee? |  |  |
| Address |  |  |
| Email |  |  |
| Telephone Number |  |  |

**Please note that we will not contact referees until an offer of employment has been made.**

**What period of notice is required by your present employer?**

**Please sign and date this section of the form.**

Signature Date

**JOB APPLICATION** - SE -

**Monitoring Evaluation & Learning Officer**

**SECTION B – SKILLS & EXPERIENCE**

**Please complete all relevant parts of this form clearly in type or dark ink. Please write as much as you need to. The boxes can expand or shrink to fit your text.**

**If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss your needs with you. Please email**

[**hrjobs@fonghana.org**](mailto:hrjobs@fonghana.org)

**Employment and/or voluntary experience**

Please list your previous employment and/or voluntary experience below, with your current or most recent experience first.

|  |  |  |
| --- | --- | --- |
| **Month/Year** | **Name and address of organisation** | **Position and key duties of role. Please also list main achievements for each role, if relevant.** |
|  |  |  |

**Education & Training**

**Please list any education and training received that is relevant to this role.** Please list your current or most recent education or training first.

|  |  |
| --- | --- |
| **Month/Year** | **Name of training course and qualification received** |
|  |  |

**In the following section, we would like you to demonstrate how you meet each point of the person specification which is listed on the left hand side, giving examples of where you meet each point in the right hand box.**

**In order for us to be able to shortlist applicants, we will score your answers for every point in this section. At interview, you will be further tested against these points.**

|  |  |
| --- | --- |
| **Skills and Experience** | **Evidence of your skills or experience. Please give examples.** |
| **ESSENTIAL** |  |
| In-depth knowledge on MIS, M&E and ability to design and implement M&E frameworks |  |
| Excellent knowledge of monitoring, application of research methodologies and documentation: |  |
| Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities |  |
| Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff |  |
| Well organised with an ability to work under pressure and with competing priorities, using own initiative and meeting reporting deadlines |  |
| Competence and skills in project communication, visibility, social media campaign and performance tracking |  |
| Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change |  |
| Experience in designing tools and strategies for data collection, analysis and production of reports. |  |
| Proven ICT skills, especially in the development of MIS software using database software; |  |