



## Job Description for M&E and IT Intern

**NAME:**

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| <b>Post Title</b>                     | <b>Monitoring and Evaluation/ Information Technology Internship</b>  |
| <b>Location</b>                       | Kampala, Uganda  |
| <b>Line Manager</b>                   | Grants Manager   |
| <b>Time commitment</b>                | Negotiable...perhaps six months.   |
| <b>Supervisory responsibilities</b>   | N/A  |
| <b>Collaboration &amp; networking</b> | Collaborate with Centre Manager, Head of Outreach and Head of Social Work  |
| <b>Salary &amp; Benefits</b>          | Volunteer worker. Subsistence will be paid on days worked to cover transport and meals.  |
| <b>Retrak Vision &amp; Mission</b>    | <p><b>Our Vision:</b> To see street children realise their full potential and worth.</p> <p><b>Our mission:</b> To enable street children have an alternative to life in the streets.</p>  |
| <b>Responsible for</b>                | Data entry and analysis, graphics and interpretation of data and report writing in compliance with the Retrak Mission, Policies and Values and the Laws of Uganda.   |
| <b>Roles</b>                          | Responsible for posting data from paper to computer for all departments. Quality checks to ascertain correct data and tools is applied during primary data collection. Make refers back to staff where collected data is inconsistent, has gaps and errors. Analysis of data, draw graphics where necessary. Interpret the data to generated information necessary for reporting   |
| <b>Context</b>                        | <p>Retrak has a well developed M&amp;E systems with the Grants Manager responsible for its final reports and management of the database. This officer will ensure data is accurate, relevant and collected on time for the purpose of report writing. The information collected from children at times has gaps, may have errors but yet highly confidential. A child protection policy and the SOPs must be adhered to as basis and a framework upon which information is collected, analyses and reports generated and reports/records managed. The officer will ensure confidentiality in all the information collected. The office shall work with all departments in submitting the data in accordance with the necessary tools.</p> <p>The key responsibilities in this job include supporting the M&amp;E processes that lead to production of various programme reports. Besides, the job is also responsible for the database development (population and updating), Hard and soft ware IT facility management in Retrak Uganda Office. The job specifically involves collecting paper/computer data from the various sectors and posting it into</p> |

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|   | the structured M&E system, analysis of data to produce information for decision making and accountability purposes. Populating and regularly updating the database information in the system, ensuring the information is accurate, up to date, accessible and reliable.  |
| <b>Skills and Qualifications</b>          | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>✓ Graduate level degree (Statistics) with specialities in statistics management, M&amp;E and IT</li> <li>✓ Excellent verbal and written communications skills in English, including exceptional networking and representation skills at high-level meetings and events A fair knowledge of statistics management in and M&amp;E context, as well as of development issues, especially child rights, National and International Instruments for protection, facilitation and enjoyment of the rights of children.</li> <li>✓ Basic understanding of project cycle management (including problem/objective trees, stakeholder analysis, and collection of evidence, baseline development, project planning, budgeting, monitoring and evaluation).</li> <li>✓ Statistical analysis capability – including proven capacity to utilise project planning tools and support others to do the same.</li> <li>✓ Computer literate - competent in the use of Word, Excel and Power-point and SPSS &amp; Epida.</li> <li>✓ Ability to train, coach and mentor teams of people with varying capacities in all aspects of data management and M&amp;E systems A strong personal commitment to the values, principles and organisation strategy of Retrak.</li> <li>✓ Willingness to work individually/independently, as well as part of a wider team.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Passion &amp; interest in working with OVC context and street children in particular.</li> <li>• Ability to learn and work in a diverse cross cultural context</li> <li>• Capability of working for long hour in a computer and resilience to pressure of work.</li> </ul> |
| <b>Main Duties &amp; Responsibilities</b> |   |
| <b>90% of time</b>                        | <b>Monitoring and Evaluation</b>  |
| <b>Main Duties</b>                        | <ul style="list-style-type: none"> <li>❖ Supports the M&amp;E in report development and implementation of related activities to track delivery against the organisational goals and objectives.</li> <li>❖ Data transfers from paper to computer from the following data collection tools: <ul style="list-style-type: none"> <li>· Vulnerability Assessment Tool</li> <li>· Needs Assessment tool</li> <li>· Child Status Index</li> <li>· Score beneficiary tracking tool</li> </ul> </li> <li>❖ Oversees data base management including IT hardware and soft ware facilities.</li> <li>❖ Compiling Retrak Monthly reports (posting data in Excel Sheets).</li> <li>❖ Data verification for information posted in paper and computer.</li> <li>❖ Data analysis for information posted and interpretation of information</li> <li>❖ Collection of evidence to back up project design and baseline development.</li> <li>❖ Leads the design and implementation of project monitoring and evaluation systems and ensure that they are implemented effectively by the key stakeholders, including the primary stakeholders and implementing partners.</li> <li>❖ Facilitates the analysis of data collected under the monitoring framework for assessment of</li> </ul>   |

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|                       | <p>progress and areas for improvement.</p> <ul style="list-style-type: none"> <li>❖ Reviews monitoring reports analyse them for impact evaluation and identify the causes of potential bottlenecks in project implementation.</li> <li>❖ Provide regular updates on the status of implementation against on-going project goals and objectives to the Grants manager.</li> <li>❖ Undertakes periodic review of the implementation and operation of the Retrak monitoring and reporting mechanism; including the documentation of best practices and lessons learned.</li> </ul> |
| <b>5% of the time</b> | <b>Participation in Staff meetings</b>  |
| <b>Main Duties</b>    | <ul style="list-style-type: none"> <li>❖ Available at all times for duty; personally enrolled into Retrak values and the mission, whilst helping to ensure that Retrak's code of conduct, policies and standards are understood and adhered to by all.</li> <li>❖ Regularly supports the GM in production of the monthly and quarterly reports.</li> <li>❖ Actively supports the Heads of department in their work on all matters of data capture and entry into computer and timely submission of sector reports.</li> </ul>   |
| <b>5% of time</b>     | <b>Other Duties as Required</b>   |
| <b>Main Duties</b>    | <ul style="list-style-type: none"> <li>❖ Carries out any other duties as may be assigned by the Line Manager from time to time.</li> </ul>  |