



LOCAL YOUTH CORNER CAMEROON

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REG N° 000850/RDA/J06/BAPP

Motto: Working Together for a Common Good and a Peaceful

JOB DESCRIPTION

Job Title	Design, Monitoring and Evaluation Officer (DMEL)
Reports to	Regional Programme Manager
Job location	Buea (Remote) Cameroon
Start Date	November 2023
Contract Duration	3 months renewable
About the Organization	
<p>Local Youth Corner Cameroon is a national, non-profit, youth-led non-governmental organization created in 2002 with the focus of working with youth to promote youth empowerment, inclusion and participation in policy making and development process. LOYOC seeks to build peace and conflict prevention, prevent youth radicalism and violent extremism through training, peer-to-peer education, sports, policy recommendations, and research, etc, and create an enabling environment for young people to exercise their full potential. As a youth-led organization, we apply a Positive Youth Development Approach that strengthens the assets/skills, sense of agency, opportunities for contributions, and the enabling environment for youth.</p> <p>The organization currently has 4 operational offices with headquarters in Yaoundé. With the need to recruit visionary and passionate young peace builders to push the organization's vision and with LOYOC being an equal opportunity employer, we are currently looking for dedicated youths who are ready to not only share our goals but grow as well with the team.</p>	
Job Purpose	
<p>The Design, Monitoring, and Evaluation (DMEL) Officer will implement a comprehensive monitoring and evaluation system to oversee the successful implementation of amplify project and establish systems to measure program progress and impact. He/She will liaise daily with the regional project manager/officer to meet their specific DMEL needs. The DMEL Officer will be primarily responsible for coordinating the research, design, monitoring and evaluation, and organizational learning efforts of LOYOC's projects in Cameroon.</p>	
Duties and Responsibilities	
<p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> ● Implement project logic frameworks, indicators, targets, data collection tools, and M&E plans ● Provide timely, quality support and coaching to the different project coordinators and provincial focal points to meet their specific DMEL needs ● Ensure the system captures outcome/output indicators, and means of verification and develop case studies ● Ensure DMEL plans are integrated into project work plans with clear roles and responsibilities and deadlines ● Assist in the coordination and management of external evaluation contracts and teams; 	

- Assist in maintaining a database in google drive and other storage devices to ensure all program outputs and results are accurately recorded and coordinated to inform program staff;
- Assist National Programme Manager in providing monthly and quarterly reports on all activities, outputs, and relevant outcome indicators to the Executive Director, programme beneficiaries and donors;
- Participate in and contribute towards internal evaluation processes;
- Work with the project managers/officers to provide support and guidance to the different projects in the development and implementation of their M&E work plans;
- Provide capacity building and support to staff and partners in capturing results and M&E;
- Develop and update the list of projects' beneficiaries and stakeholders

Program Quality and Learning

Assist Programme Coordinator and Programme Managers to lead reviews of log frames and indicators with project teams

Analyses both qualitative and quantitative data, and ensures data is presented in clear, coherent, presentations/reports

Contribute to identifying and synthesizing good practices and lessons learned.

Meet regularly with LOYOC staff to review the progress of projects against project objectives, indicators, and deliverables, and give meaningful input and recommendations into the project management and institutional learning

Be directly engaged in the continuing development of the organization, its mission, and its staff, through the sharing of experience and knowledge and supporting research and learning initiatives

Keep abreast of and navigate the conflict dynamics in Cameroon and target locations

Travel to program target areas in the field as needed to oversee and support DMEL initiatives

Other relevant tasks as required by the line manager

Travel requirements

This position is based in Yaoundé, with regular travel to the 10 regions of Cameroon.

SKILLS & COMPETENCIES

Essential:

- Minimum of three (3) years of DMEL work experience in a civil society or NGO setting
- At least one (1) year of field-based data collection and analysis experience
- Master's Degree in International Development, Peace building / Conflict Resolution or related humanities/social science subject area.
- Knowledge of logical framework and results framework planning and evaluation methodologies, and the ability to coach and train others in their use
- Excellent interpersonal and networking skills, as well as the ability to conduct professional relationships
- Strong commitment to values in data-based decision-making, transparency, community empowerment, methodological rigor, and program learning
- High standards of integrity, professionalism, and impartiality
- Able to work independently and effectively in a team environment

- Detail-oriented and highly organized, with a proactive approach
- Ability to multi-task and work to meet tight deadlines
- Proficient in the use of Microsoft Word, PowerPoint, and Excel, as well as web browsers
- Excellent ability to communicate effectively in English and French, both verbally and in writing
- Ability to travel within and outside of Cameroon.

Highly Desirable:

- Demonstrated technical capacity to provide support and guidance to project staff on DMEL
- Demonstrated technical capacity in the design, implementation, and analysis of various data collection tools including interviews, surveys, focus group discussions, and pre/post tests.
- Demonstrated capacity to coordinate evaluations, including experience developing evaluation terms of reference and recruiting and managing consultants
- Experience working nationally specifically in conflict/fragile state environments
- Knowledge of data analysis software (e.g., SAS, SPSS);

Behavioural Competencies

Working with People: The ability to respect the views and contributions of other team members; shows empathy, listens, supports; consults others and shares information and expertise, builds team spirit and adapts to the team.

Flexibility: The ability to adapt to changing circumstances and priorities, to tolerate ambiguity, to adapt personal style to different people and situations.

Drive for Results and Efficiency: The ability to set quality standards, monitor and maintain quality of work, and set goals to achieve continuous improvement.

Relationship Management: The ability to manage interactions, to provide service and to support the organization while building an effective internal and external network.

Consultation (for managers and up): The ability to provide guidance to organizational stakeholders while applying creative problem-solving to address business needs.

Leadership and Navigation: The ability to manage and contribute to initiatives and processes within the organization while making progress toward change and continuous improvement.

Communication: The ability to effectively exchange information with others, to effectively deliver critical information, to gather information and communicate with others.

Global and Cultural Effectiveness: The ability to value and consider the perspectives and backgrounds of all parties and be able to work cross-culturally.

Ethical Practice: The ability to integrate Search vision, mission and core values, integrity and accountability throughout all organizational and business practices.

Critical Evaluation (for managers and up): The ability to interpret information to make business decisions and recommendations based on keen analysis, best practices and an understanding of preferred outcomes.

Business Acumen: The ability to understand and apply information to contribute to the organization's strategic plan.

Developing others (for people managers): The ability to provide support to enhance performance and professional growth.

Interested applicants meeting the above requirements should submit the following;

1. A Cover Letter

2. A Resume

via email to **recruitment@loyocameroon.org**; addressed to the Human Resource Officer, Local Youth Corner Cameroon not later than the **27th of October 2023**.