

### Monitoring and Evaluation Officer

The Nigeria Agribusiness group (NABG) is an umbrella association for all corporations in the Agribusiness sector in Nigeria; it administers private sector participation through advocacy and advise the Governments on policy direction. The NABG council comprises leaders of these associations and corporates who are major players in the agribusiness value chains.

The Monitoring and Evaluation Officer will be responsible for collecting and reporting on accurate data from the project team, evaluating the effects and impact of the project, assist in coordinating across the available components of the project and ensure effective implementation of M&E/Information systems in accordance with funding criteria. He/She will support project team by assisting with M&E tools and supporting them in their use.

**Job Title:** Monitoring & Evaluation Officer

**Job Type:** Part-time

**Reporting to:** Program Manager

**Closing date:** Open till filled.

### Duties and Responsibilities

- Develop a plan for project-related support supervision in M&E.
- Organize and undertake visits/meetings with stakeholders on M&E as required.
- Collect data and check quality on a regular basis to measure achievement against the performance indicators.
- Manage the program dashboards and frequently update activities on the dashboards to track indicators.
- Maintain and administer the M&E database; analyze and aggregate findings, ensure continuous updating of the database and tools.
- Support project progress reporting for monthly, quarterly & project end reports
- Identify lessons learned and develop story maps to capture qualitative outputs of the project
- Provide advice to the supervisor on improving project performance using M&E findings for knowledge management.
- Support project designing, programing, coordinating and implementation of activities.
- Development of presentations, facilitating sessions and conducting trainings.
- Ensure that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform other duties as may be assigned by the supervisor

**Minimum Qualifications & Requirements:** We are looking for candidates that are humble and passionate about the growth of Africa. Below are key qualifications we are looking for:

- Bachelors or master's in agriculture, Business, Economics, Computer Science, Mathematics, Statistics or any related discipline
- High-quality analytical and problem-solving skills
- Exceptional interpersonal and communication skills (both written and verbal)
- Willingness to travel (required)
- Ability to speak Hausa is an added advantage
- Ability to gather and analyze data.



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- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing database systems.
- Experience in strategic planning and performance measurement, including indicator tracking, reporting, database management, and developing M&E and performance monitoring plans.
- Experience in planning and managing activities like trainings, meetings and dialogues
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.

**Position based:** Abuja, with occasional travels across Nigeria

**Method of Application:**

Qualified and interested applicants should forward their CVs to [recruitment@nabg.ng](mailto:recruitment@nabg.ng) with **M&E Officer** as the subject of the mail. Only shortlisted candidates will be contacted.