

**Position: Monitoring and Evaluation Officer**

**Agency: House of Arts Association**

**Deadline: 31 May 2025**

### **About Us**

House of Arts Association is a network of young artists whose aim is to develop communities through art. We are searching for a vibrant young person to take up the position of Monitoring and Evaluation Officer.

### **Job Summary**

The Monitoring and Evaluation Officer will be responsible for designing, implementing, and managing the monitoring and evaluation activities of our projects. The Officer will play a crucial role in ensuring project accountability, learning, and improvement.

### **Key Responsibilities**

1. Develop and implement project monitoring and evaluation plans, including data collection tools and methodologies.
2. Collect, analyse, and interpret data to track project progress and outcomes.
3. Prepare regular monitoring and evaluation reports for internal and external stakeholders.
4. Contribute to project learning and knowledge management by documenting best practices and lessons learned.
5. Provide technical support and training to project staff on monitoring and evaluation activities.
6. Ensure data quality and integrity.
7. Participate in project evaluations and reviews.
8. Any other duties as directed by the management.

### **Requirements**

1. A Degree/ Diploma in monitoring and evaluation, statistics, social sciences, project management, development studies, or any equivalent professional qualifications from recognized institutions.
2. Experience working with young people in the NGO environment is an advantage.
3. Strong quantitative and qualitative data analysis skills.
4. Excellent written and verbal communication skills.
5. Proficiency in data analysis software (e.g., SPSS, Excel).

**To apply**

Send your CV and cover letter to [haassociationzim@gmail.com](mailto:haassociationzim@gmail.com) and [haachen25@gmail.com](mailto:haachen25@gmail.com)