



**Republic of Liberia**  
**NATIONAL ELECTIONS COMMISSION**  
 TUBMAN BOULEVARD, 9<sup>th</sup> & 10<sup>th</sup> STREETS, SINKOR – P. O. BOX 2044  
 MONROVIA, LIBERIA  
 Email: [info@necliberia.org](mailto:info@necliberia.org)



## Advertisement

The National Elections Commission has a vacancy for the position of a Monitoring & Evaluation Data Analyst.

**Job Profile:**

This position is a non-management position responsible for ensuring optimum service delivery to internal customers by efficiently and effectively managing the M&E Section. These include:

- Developing data collection tools;
- Coordinating data collection activities;
- Analyzing M&E data and producing data summaries such as tables and charts.

**Duties and Responsibilities:**

Under the direct supervision of the Monitoring & Evaluation Director, the Monitoring & Evaluation Data Analyst shall be responsible for the following duties:

<b>Key Result Areas (KRAs)</b>	<b>Main Duties and Responsibilities</b>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Lead the development of data collection tools for program monitoring;</li> <li>• Assist in the development of M&amp;E framework and performance management plan (PMP);</li> <li>• Support organization and implementation of capacity building plan for focal persons;</li> <li>• Coordinate data collection activities with focal persons to plan for data collection;</li> <li>• Maintain an active line of communication between focal persons and the M&amp;E section.</li> </ul>
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>• Coordinate focal persons in the collection of field data;</li> <li>• Participate in field data collection;</li> <li>• Ensure M&amp;E data are regularly collected from focal persons in line with agreed data collection schedule.</li> </ul>
<b>Data Analysis</b>	<ul style="list-style-type: none"> <li>• Develop a framework for the analysis of both qualitative and quantitative data;</li> <li>• Design M&amp;E data shell and entry screens that meet the data needs of the NEC;</li> <li>• Undertake timely entry of M&amp;E data;</li> </ul>



	<ul style="list-style-type: none"> <li>• Supervise data entry clerks as the need may be determined;</li> <li>• Regularly update and maintain the M&amp;E database;</li> <li>• Analyze and present all M&amp;E data collected to assist in tracking the progress and performance of activities or projects.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Prepare and submit summary findings based on data analysis undertaken;</li> <li>• Submit periodic updates on the quality of work of focal persons.</li> </ul>

**Work Experience Required:**

At least 3 years’ professional experience in private or public sectors with recognized M&E and Data Analysis results in previous positions of similar fields. Experience of M&E in development programs would be an advantage.

**Minimum Qualifications and Knowledge Required:**

- Bachelor’s Degree in Economics, Statistics or a similar position relevant degree;
- Additional degree or related technical qualifications would be an advantage, e.g. Project Management, M&E, Statistical Analysis;
- Writes clearly and informatively - checks work for spelling and grammar; presents numerical data effectively;
- Is able to interpret written information appropriately;
- Excellent written and spoken English as well as local language(s);
- IT Literacy: able to use Statistical Data Analysis software, as well as Microsoft Office at an intermediate level.

All applications should be addressed to:

The Director of Human Resource  
 National Elections Commission  
 Tubman Boulevard, 9<sup>th</sup> & 10<sup>th</sup> Streets, Sinkor-P. O Box 2044  
 Monrovia, Liberia

Deadline for applications is Monday: October 12, 2020 at 4:00 pm