



At I&M Bank Rwanda, we strive to be the employer of choice, prioritizing employee development and satisfaction. Our commitment to diversity and professionalism is fostered through exceptional employee training and a strong code of conduct.

Position: Monitoring and Evaluation (M&E) Assistant Manager

Division: Corporate Affairs

Reports To: Manager, Program & Partnerships

REF:

JOB PURPOSE:

The job holder will be responsible for ensuring that all Bank strategic partnerships are executed efficiently and effectively to achieve their desired outcomes and impacts.

KEY RESPONSIBILITIES FOR THIS ROLE ARE:

- **M&E Framework Development:** Design and implement comprehensive M&E systems, including logic models, frameworks, performance indicators, plans, and data collection methods.
- **Monitoring and Evaluation:** Monitor project activities, outputs, outcomes, and impacts against established targets and indicators.
- **Data Management:** Develop and maintain robust project databases and management information systems (MIS).
- **Field Verification:** Conduct regular field visits to assess activity implementation and verify data accuracy.
- **Evaluation Design and Management:** Design and manage various evaluation activities, including formative, summative, impact, and process evaluations.
- **Reporting:** Prepare regular M&E reports for internal and external stakeholders, highlighting findings, recommendations, lessons learned, and best practices.
- **Stakeholder Engagement:** Ensure timely and accurate reporting to donors, partners, and stakeholders. Provide training and technical support on M&E methodologies.
- **Collaboration:** Work closely with project managers, technical specialists, and stakeholders to integrate M&E into project planning and implementation.
- **Partnership Coordination:** Collaborate with internal and external partners, including government agencies, NGOs, and donors, on M&E activities and requirements.
- **Data-Driven Decision Making:** Facilitate the use of M&E data to inform programs decision-making and drive continuous improvement.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- **Education:** Bachelor's or Master's degree in Monitoring and Evaluation, Statistics, Project Management, Economics, or a related field.
- **Experience:** Minimum of 3 - 5 years of relevant experience in M&E, preferably in the development sector.
- **Technical Skills:** Proficiency in M&E methodologies and tools, strong analytical and problem-solving skills, excellent communication and report-writing abilities, proficiency in data analysis software (e.g., SPSS, Stata), and database management.
- **Soft Skills:** Ability to work effectively in a team, manage multiple tasks, understand project management and evaluation processes, design and implement robust M&E systems, conduct qualitative and quantitative evaluations, maintain a high attention to detail, and work under pressure to meet deadlines.

Interested candidates are required to submit their applications through the following link:

<https://imbank.bamboohr.com/careers/573?source=aWQ9MjU%3D>

no later than **9th September 2024 at 5:00 PM.**