

# WE ARE HIRING

**Job Role:** Technical Advisor -M&E and Knowledge Management  
**Reports to:** Head of Program  
**Contract Duration:** July 2024 to December 2025  
**Location:** Accra



## Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities cover three priority areas: Energy and Climate, which deals with renewable energy and energy efficiency; Training and Sustainable Growth for decent Jobs; and Peaceful and Inclusive Societies, which focuses on good governance.

## Project Brief:

The Support to the Private and Financial Sector Programme was commissioned in January 2023 for a period of three years. The programme aim is to improve the employment situation of MSMEs in five regions of Ghana (Greater Accra, Ashanti, Bono, Bono East and Ahafo). It has five outputs namely, support for financial services, service offerings for MSMEs, employment services for returnees and migrants, green economy measures and foundations for vaccine production. The target beneficiaries are owners and employees of informal and formal MSMEs, with 1-30 employees working in the service and manufacturing sectors.

## Scope of Role:

The Technical Advisor for M&E and Knowledge Management shall be responsible for the establishment of a results-based monitoring and evaluation system for the programme to help monitor and report on the project impact, results, indicator targets and cross cutting issues relating to gender and inclusion. He/ she will also contribute to the establishment of systems and procedures for knowledge management and also draft regular monitoring reports for the attention of the project management.

## Tasks:

- Set up of a results-based monitoring system and ensure systematic and regular gathering of data and other information required for the monitoring of the project implementation.
- Process and analyze data and draft periodic and annual monitoring and evaluation report for the project management team.
- In coordination with Technical Advisors and Project Partners, plan and visit project locations and partners at regular intervals to evaluate the appropriateness of the monitoring systems and validate how well data gathered reflects the actual situation on the ground.
- Conduct periodic review and update of M&E tools and contribute to the M&E working group at the Cluster level.
- Ensure transfer and the documentation of reports on project/programme activities into the Documents Management Systems (DMS).
- Develop tools and templates for data gathering and management.
- Contribute to all tasks related to knowledge management under the project.

## Profile:

- Advanced university degree in statistics, monitoring and evaluation, demographics, public policy, international development, economics, or related field.
- 5 years Professional experience in comparable position in the field of M&E, Knowledge Management, and cross cutting issues (Gender, Green and Inclusion) in a development organisation.
- Knowledge about the results-based M&E, reporting, and knowledge management.
- Experience in data collection, statistical analysis, research, and dissemination of results.
- Good understanding of cross cutting issues especially gender, inclusion and do no harm approaches and green thematic.
- Knowledge in the use of statistical software packages commonly used for data analysis.
- Good public relations, marketing, and communication skills.
- Proficiency in English; knowledge of other local languages or German would be an added advantage.

## How to Apply:

Interested and suitable applicants are to forward their Curriculum Vitae (CV) and a one-page cover letter stating their motivation to the position and added value to the project to [hr-ghana@giz.de](mailto:hr-ghana@giz.de) quoting the **Job Code 2024/PFS-M&E/13/05** in the subject line. If you do not hear from us two (2) weeks after the deadline, please consider your application unsuccessful.

**GIZ is an equal opportunity employer committed to diversity. All qualified candidates regardless of age, sex, ethnicity, race, and religion are encouraged to apply.**

 **Closing date: 27.05.2024**