JOB DESCRIPTION

Functional Title : MEL Officer - Database Management
Responsibility Level/Grade : Officer (4)
Department/Project/PN : DMEL & KM Unit
Incumbent’s Name : Vacant
Line Manager/Supervisor/Title : DMEL & KM Coordinator
Co-Evaluators”/Title : ACD - Program Quality

JOB SUMMARY
The MEL Officer - Database Management is primarily responsible for managing routine data collection works, quality control of the data, and driving utilization of data for CARE programs and projects. S/he will support program team, DMEL & KM team and the partner organizations to ensure data quality, validate, analyze, translate data, and visualize findings in a timely manner. S/he will produce basic reports for use by the teams during regular reflection meetings and managing users’ privileges in the CARE DMEL & KM system.

The employee shall fully comply with CARE policy and procedures and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1. Ensure systematic collection of the program data
- Ensure proper functioning of the data collection app and web-based DMEL&KM platform at all times
- Determine the kind of data to be collected and identify the resources to collect them effectively as per the MEL plan
- Develop data collection methods that are individually relevant to any project being embarked upon by the organization impact population, flagship effort and larger programmatic outcomes and goal
- Ensure the regular data flow into the database/system as per the data flow/collection protocol from partners to PIIRS level
- Provide technical backstopping support to the team and partners to perform data collection independently and effectively into the CARE digital DMEL&KM system.

R2. Ensure the quality of the reported data
- Ensure quality of data reported in digital DMEL&KM system
- Interpret and explain complex data to the program team to carry everybody along and for purposes of clarity/verification
- Frequent field monitoring to verify all data and information from sources; conducting data quality assessment for the project to ensure that data reported is validated, is accurate, and consistent before its use.
- Ensure gender-sensitive, inclusive and participatory processes across the data cycle
- Ensure all projects and programs comply with the CUSA responsible data management guideline, data sharing, and storing considering the sensitivity and privacy of data
- Conduct analysis to ensure that data collected is adequate and matches the project and program requirement which further contributes in ensuring program quality as per the given definition and elements defined by CARE

R3. Data Analysis and Reporting
- Continuous refining and up-dating of a database of information relevant for all aspects of project and program management
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- Analyze and interpret data and communicate findings to relevant project team members and stakeholder for better planning and revision
- Generate the project and program periodic progress status based on the MEL plan, Activity Tracking Tools, and Indicator Tracking Tools.
- Support program teams in developing quality program reports providing the necessary data and pieces of evidence
- Sharing monthly dashboard information to team and management, engaging in the annual report development process, and contributing and engaging in reflection platforms and such forum
- Formulate/develop special reports upon request
- Working closely with Knowledge Management (KM) unit to ensure the quality of the information in our products and also in the program design process to help the program team in showcasing CARE's work through data information
- Present concepts and ideas based on the available data that help the DEM&LM team to design action research, document the innovation model and positive change from the project and program
- Support the Program and DMEL&KM team for the documentation and assist in analyzing information from the MEL tools and regular review meetings.

R4. Upholding CARE’s Core values and ensuring its principles
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

AUTHORITY
Spending: None
Supervision: None

WORKING CONDITIONS:
Kathmandu based with up to 50% (must) field travel

PERSON SPECIFICATION REQUIREMENTS:

Qualification and Experiences:
- Bachelor’s degree in a relevant field such as research, database management, statistics, or equivalent.
- At least 3 years of relevant experience in monitoring and evaluation, developing/using database, recording and compiling data from multiple sources, analyzing data for major institutional funding/project like USAID and FCDO, and synthesizing and generating evidences.

Skills and knowledge and competencies:
- Strong database management skills and ability to organize large amounts of qualitative and quantitative data
- Good numerical and analytical skills for the daily analysis and evaluation of data
- Knowledge of remote data collection tools and approaches (DHIS2, Kobo Toolbox, ODK, google form, Microsoft form) and data analysis software SPSS. GIS Skill will be an added advantage.
Demonstrated oral and written communication skills to clearly and confidently present messages in a way that is tailored to suit a variety of audiences

Demonstrated capacity to provide accurate advice on issues and take personal responsibility for accurate completion of work.

Demonstrated ability to plan, schedule, and undertake high quality work to meet explicit deadlines and collaborate within teams to achieve outcomes.

Ability to work with minimum supervision and independently as well as part of the team

Ability to handle multiple tasks and priorities simultaneously to meet multiple deadlines.

A basic understanding of multi-sectoral programming would be an asset

Strong understanding of working in partnership and linkages development

Demonstrated commitment to principles of Gender Equity, Diversity, and Inclusion, as evidenced in previous management positions and programming.

Demonstrated commitment to PSHEA (Prevention of Sexual Exploitation, Harassment, and Abuse).

Excellent English and Nepali comprehension and writing skills