



CENTER FOR HEALTHCARE DEVELOPMENT AND YOUTH EMPOWERMENT (INTERSEX NIGERIA)

JOB TITLE: Monitoring and Evaluation Intern (Full Time)

LOCATION: Lagos, Nigeria

REPORTING TO: Programs Officer/Programs Officer-Advocacy

SECONDARY SUPERVISOR: Executive Director

JOB DESCRIPTION:

The M&E Interns will specifically be assisting in designing and implementing of M&E activities of Intersex Nigeria; assisting the Programme/Project Officer in preparing Quarterly/Annual reports on project progress to monitor the project activities on a regular basis, uploading project data/information on the corporate databases and assist in collection & analysis of different data in relation to project/program activities.

The Intern will work in close collaboration with the project team. They will support with the development and growth of Intersex Nigeria performance management framework as well as specific program M&E needs to ensure the quality, and effectiveness of program implementation. The intern will provide assistance to the program staff in developing performance monitoring plans and results frameworks during program design and implementation, creating M&E system, processes and tools, contributing to measuring, analyzing, and reporting results. The intern must have a basic understanding of integrity and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Working closely with the programs officer, communications persons and operations officer to carry out intersex rights programming.
- Preparing proposals, reports, briefings and other such publications for intersex rights programming.
- Participate in designing data collection tools, templates, and assist in regular data collection.

- Provide support to the M & E specialist in their technical assistance to project staff on implementing the M&E plan.
- Participate in data collection and analysis to determine progress achieved as stated in the programming.
- Assist in tracking the project's output and outcome level results on the periodic basis in close coordination with the project's implementing team as well as with Implementing Partners (IPs).
- Support data collection, verification and compilation from the field as stipulated in the M&E plan.
- Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, PowerPoint presentations, etc.
- Update and maintain the project database.
- Assist in reviewing field-level assessment reports, baseline studies, and evaluation reports.
- Support the M&E to ensure that reports from partners/consultants are complete and meet the Intersex Nigeria standards and quality requirements.
- Assist in the quality assessments of project design, implementation, and closure based on Intersex Nigeria quality assurance standards.

QUALIFICATIONS/REQUIREMENTS

- University Degree in relevant field with at least sound knowledge in designing, implementing M&E related tasks.
- Knowledge on writing reports, and designing tools for data collection, analysis and production of reports;
- Good interpersonal, communications, and facilitation skills.
- Knowledge of managing databases.
- Analytical knowledge including knowledge of Microsoft applications.
- Has the confidence to manage and facilitate groups and loves to do so.
- Is a good communicator, with strong interpersonal skills, and natural empathy.
- Is self-aware and possess a comfort with their own identity and a diverse range of other identities, such as sexual and gender identities, able to build others' trust and keep confidence, and takes responsibility for personal performance
- Flexible attitude, creative, innovative, sense of humor.
- Full professional proficiency in English will be an added advantage.

COMPENSATION

The stipend for this role is **Forty Thousand (40,000) Naira**.

METHOD OF APPLICATION

Kindly send your CV and motivation letters to operations@intersexnigeria.org on or before 12 Midnight, Monday, 30TH May, 2022

Email subject should read: **“Monitoring and Evaluation Intern”**.

INTERNSHIP DURATION: This is a Six (6) Months internship position with possible employment offer after evaluation.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Intersex-Nigeria believes that diverse teams are strong teams. We are an equal opportunity employer committed to workforce diversity, composed of teams with a mix of genders, ages, education, and multiple tribes, faiths, and socio-economic backgrounds. We encourage candidates of all genders, ages, abilities, orientations, ethnicity, and origins to apply.

However, applications from young intersex persons and intersex persons with disabilities will be given priority.