

POSITION DETAILS

Title	Project Officer: Data Quality, Monitoring and Evaluation
Department	Program
Contract Type	Civil contract (until September 30, with possibility of extension)
Arrangement	Remote or Hybrid
Reports To	Project Manager: Data Monitoring and Evaluation

PURPOSE

To oversee and ensure the integrity and quality of data across project activities, employing robust methodologies for data collection, validation, analysis, and reporting. The role supports the development of tools and strategies for effective monitoring and evaluation, enabling data-driven decision-making and ensuring compliance with donor and ethical requirements.

REQUIREMENTS

Education & Experience

- Relevant university degree (e.g., Mathematics, Economics, Social Sciences, Public Health, or related field)
- At least 2 years of professional experience as an M&E Specialist, Data Analyst, Research Coordinator, or similar role supporting project implementation within an NGO

Technical Skills

- Strong analytical skills with the ability to synthesize complex information and identify key insights
- Proven experience in designing tools and strategies for data collection, analysis, and reporting
- Advanced proficiency in Microsoft Excel and Google Sheets
- Experience with statistical data analysis using R, SPSS or other relevant software (an asset)
- High level of general computer literacy

Personal Competencies

- Proactive and energetic approach to problem-solving
- Ability to think clearly and articulate ideas in a precise and structured manner
- Demonstrated ability to perform effectively in a dynamic, fast-paced, and adaptive work environment
- Strong organizational and planning skills; self-motivated, flexible, and proactive
- Excellent written and verbal communication skills in Ukrainian and English
- Strong commitment to addressing HIV/AIDS and motivation to contribute to this field

KEY RESPONSIBILITIES

Data Quality & Monitoring

- Conduct routine data monitoring to ensure project data accuracy and quality
- Oversee and ensure accurate database management and data quality by reconciling data from different sources
- Ensure timely and accurate data collection and entry
- Ensure data validation with HIV IS and other systems if needed

Reporting & Stakeholder Communication

- Generate programmatic progress updates for donors, stakeholders, and ad-hoc reporting needs
- Prepare and disseminate project result presentations for diverse stakeholders
- Ensure data collection, monitoring, and analysis comply with donor requirements

Collaboration & Additional Duties

- Collaborate with team members and external consultants to maintain data quality, conduct analysis, and achieve project targets
- Undertake additional responsibilities aligned with the role of Project Officer: Data Quality, Monitoring and Evaluation

REPORTS TO:

Project Manager: Data Monitoring and Evaluation