

JOB DESCRIPTION

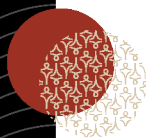
POSITION: MONITORING, EVALUATION & LEARNING ASSISTANT
DIRECT SUPERVISOR: MONITORING, EVALUATION & LEARNING OFFICER
EMPLOYER: ONE ECONOMY FOUNDATION
JOB GRADE:
DUTY STATION: WINDHOEK, KHOMAS REGION
NUMBER OF DIRECT REPORTS: NONE
NUMBER OF INDIRECT REPORTS: NONE

1. JOB SUMMARY

To support the implementation of monitoring, evaluation, learning, and reporting activities by collecting, capturing, verifying, and managing programme data, and assisting in reporting, compliance, and knowledge management processes.

2. KEY PERFORMANCE INDICATORS

No.	Output	Key Task
1.	Data Collection & Capture	- Assist in collecting programme data using approved tools (surveys, registers, field forms). - Capture and update data accurately in M&E systems and databases. - Verify completeness and accuracy of collected data before submission. - Support field visits and routine monitoring activities.
2.	Monitoring Support	- Track programme activities against established indicators and targets. - Support implementation of monitoring tools and templates. - Flag inconsistencies or gaps in data to the M&E Officer. - Maintain organised records of monitoring data and evidence.
3.	Proposal & Resource Mobilisation Support	- Assist to develop indicators, logframes, and results frameworks for proposals - Assist with providing programme data and evidence for funding submissions - Assist in ensuring alignment between proposed outcomes and monitoring systems



4.	Reporting Support	• Assist in compiling monthly, quarterly, and annual M&E reports. • Prepare basic data summaries, tables, and visualizations. • Support preparation of donor reports by consolidating programme data. • Maintain documentation for reporting and audit purposes.
5.	Donor Compliance Support	• Assist in maintaining records of donor requirements and supporting documentation. • Help track reporting deadlines and submission schedules. • Ensure proper filing of compliance documents and evidence.
6.	Learning & Knowledge Management	• Support documentation of lessons learned, best practices, and success stories. • Assist with organising programme and initiatives reflection sessions and learning events. • Support knowledge management systems and maintain filing structures.
7.	Administrative & Coordination Support	• Provide logistical and administrative support for M&E activities and training sessions. • Coordinate with programme staff to collect required data. • Assist with preparation of tools, templates, and data collection materials.
8.	Ethical Practice and Professional Conduct	• Maintain confidentiality when handling client and organisational information. • Demonstrate ethical behaviour, professionalism, and respect toward youth, staff, and stakeholders. • Apply a youth-friendly and non-judgemental approach in all interactions. • Adheres to all relevant requirements, policies, procedures and legal regulations pertaining to health, safety, and quality, as well as finance, human resources, and any other regulations as required by the company and relevant to the level of the role and responsibilities of the function.

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3. CORE COMPETENCIES AND KNOWLEDGE

Competencies	Knowledge
• Understanding of monitoring and evaluation principles • Data collection and entry skills • Basic data analysis and reporting • Attention to detail and accuracy • Strong organisational and time management skills • Communication and teamwork • Report writing skills	• Proficiency in Microsoft Office (especially Excel) • Familiarity with data collection tools or databases (e.g., DHIS2, Kobo, Excel-based systems)

4. QUALIFICATIONS AND EXPERIENCE

Requirements
Qualifications: • Diploma or Bachelor's degree in Monitoring & Evaluation, Statistics, Data Science, or related field Added Advantage • Experience in NGO or development sector Experience: • 1 year experience in data collection, M&E, or programme support

5. CONDUCT

The employee should abide by and uphold the Company's "Code of Conduct" and values both inside and outside the Company.

6. GENERAL



The employee must be willing to do any other reasonable and lawful duties delegated by his/her manager and must be carried out correct and on time

7. APPLICATION DETAILS

- Closing Date: 17 September 2026
- Method of Submission: Applications should be submitted via email.
- Email: vacancies@1economy.org
- Application Subject: Applicants are advised to clearly title their email **“Application for Monitoring, Evaluation & Learning Assistant”** to ensure their application is correctly identified.