



## **African Centre for Treatment and Rehabilitation of Torture Victims (ACTV)**

### **INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE M&E COORDINATOR POSITION**

The African Centre for Treatment and Rehabilitation of Torture Victims (ACTV) is a non-governmental organization in Uganda which commenced operations in 1993 whose mandate includes advocacy against torture and provision of physical and psychological treatment and rehabilitation, social support and legal services to survivors of torture.

ACTV is seeking to recruit a dynamic, energetic and result oriented individual for the position of:

#### **JOB DESCRIPTION**

<b>Position</b>	<b>Monitoring and Evaluation Coordinator</b>
<b>Directorate</b>	Monitoring & Evaluation
<b>Responsible To</b>	Head of Programs with a dotted reporting line to the CEO
<b>Responsible For</b>	Monitoring and Evaluation Officer and Research and Documentation Officer.
<b>Working Relationships</b>	Internal: Head of Departments / Staff
	External: Government Officials/Donors/ Service providers/ Torture Victims

#### **MAIN PURPOSE OF THE JOB**

To lead the planning, coordination, and implementation of all Monitoring, Evaluation, and Research activities at ACTV. This includes ensuring that program data is systematically collected, analyzed, and reported, providing the CEO and senior management with direct insight into critical and sensitive human-rights data. The role also oversees the M&E and Research team, ensuring high-quality performance and alignment with organizational objectives.

#### **DUTIES AND RESPONSIBILITIES**

- 1. Lead conceptualization, development, and implementation of ACTV's MER (Monitoring & Evaluation, Research) systems**
  - Guide the design and implementation of M&E and Research frameworks, tools, research agendas and processes across all programs.

- Develop, review, and update program strategies and monitoring plans in line with ACTV's strategic goals.
  - Coordinate periodic program reviews to assess progress, identify gaps, and recommend improvements.
  - Implement change management processes to ensure programs are responsive and aligned with emerging needs.
- 2. Ensure compliance with donor and organizational standards**
- Provide technical guidance for strategic planning, budgeting, and program development.
  - Review and align program priorities, strategies, and plans with ACTV's overall objectives.
  - Lead program and project evaluations, ensuring timely and high-quality outputs.
  - Support program staff in defining, tracking, and reporting on key performance indicators (KPIs).
- 3. Oversee program performance, budgets, and resources**
- Monitor program implementation and budget performance, recommending corrective actions where necessary.
  - Review and approve M & E, R&D concepts, proposals, and budgets.
  - Participate actively in organizational planning and budgeting processes.
- 4. Lead program audits and quality assurance**
- Develop checklists and conduct program audit exercises to ensure adherence to quality standards.
  - Document audit findings, follow up on corrective actions, and identify areas for improvement.
  - Review program reports to detect bottlenecks affecting service delivery.
- 5. Lead documentation, research and reporting**
- Develop and implement guidelines for documentation, reporting, and success stories.
  - Ensure all reports meet quality standards and organizational requirements
  - Consolidate data and prepare periodic M&E reports for internal and external stakeholders.
  - Prepare detailed reports on M&E findings, presenting data in a clear and meaningful manner for stakeholders.
  - Document lessons learned and best practices to support organizational learning.
- 6. Team management and capacity building**
- Manage and mentor the M&E and Research team, ensuring staff performance aligns with ACTV standards.
  - Ensure efficient use of organizational resources and compliance with policies and procedures.
  - Train and mentor project staff and partners on Monitoring, Evaluation and Research practices and tools.
  - Facilitate workshops and training sessions to enhance the M&E and Research unit
- 7. Oversight of program monitoring, evaluation and research activities**

- Monitor program progress and receive regular updates from program staff.
- Conduct mid-term and periodic reviews, ensuring findings inform program adjustments.
- Prepare and share M&E and research reports that highlight lessons learned, program impact, and recommendations.

**8. Perform any other duties as assigned by the immediate supervisor.**

**KEY PERFORMANCE INDICATORS (KPIs)**

- Timely submission of accurate quarterly and annual M&E and research reports.
- Effective documentation of program performance, including success stories and lessons learned.
- Departmental work plans and budgets completed on schedule and aligned with organizational strategy.
- Performance of M&E and Research team meets organizational standards.
- Evidence-based program improvements informed by M&E and Research findings.

**JOB SPECIFICATION**

**Qualifications**

- Degree in Monitoring & Evaluation (M&E), Development Studies, Human Rights, Social Sciences, Public Health, International Relations or a related field.
- Postgraduate or professional qualification in Monitoring & Evaluation, Research, or Program Management preferred.

**Experience**

- Minimum of 4 years of relevant experience, with at least 2 years in a managerial position within an NGO or similar organization.
- Significant experience designing and implementing M&E, research frameworks and systems, theoretical and practical knowledge of different qualitative and quantitative tools and methods, including development methodology (logical frameworks, performance indicators etc.)
- Proven capabilities in mentoring, training and facilitation, with a will to build and grow team members' capacities.
- Advanced command of Excel, especially its analytical functions, and knowledge of data analysis software

**Competencies**

- Strong analytical and conceptual skills.
- Research, monitoring, and evaluation expertise.
- Excellent report writing and documentation skills.
- Effective interpersonal, networking, and communication skills.

- Ability to lead teams and facilitate working groups.
- Knowledge management and evidence-based decision-making.
- Understanding of human rights, torture rehabilitation, or related sectors is an advantage.

### **How to Apply**

Interested candidates are encouraged to submit their applications, cover letter, CV, and copies of relevant academic, professional certificates and salary expectations as a single PDF file to [recruitment@actvuganda.org](mailto:recruitment@actvuganda.org) addressed to the

Chief Executive Officer

African Centre for Treatment and Rehabilitation of Torture Victims (ACTV)

Block 207, Plot 1277 Gayaza Road - Kanyanya

P.O. Box 6108

Kampala

The deadline for receiving applications is **Friday, December 19<sup>th</sup>, 2025.**

**We are an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran and disability status.**