RESEARCH, MONITORING, EVALUATION & LEARNING OFFICER

POSITION DESCRIPTION

DATE APPROVED: OCTOBER 2026

Employer:	Adara Development (Uganda)
Location:	Kiwoko, Uganda
Employment status:	Full time
Reports to:	RMEL Manager
Direct reports:	N/A

OVERALL, JOB GOAL

The RMEL Officer supports the implementation of monitoring, evaluation, research and learning activities across Adara's maternal, newborn and child health programmes in Uganda. Working under the direction of the RMEL Manager, the role undertakes routine data collection, validation, management, analysis and reporting; supports field monitoring, research and evaluation activities; and helps programme and facility teams use evidence to strengthen programme quality and decision-making.

KEY RESPONSIBILITIES

Data Collection and Management

- Implement, maintain, and support data collection tools and methodologies for routine tracking of Adara project indicators, under the direction of the RMEL Manager. Ensure accurate, complete, and timely data collection from health facilities, community health workers, and transport providers.
- Maintain and regularly update project databases to track performance indicators and beneficiary information.
- Conduct periodic data quality assessments and audits to verify data accuracy, consistency, and completeness.
- Maintain organised, complete and secure RMEL records and datasets, following Adara's requirements for data protection, confidentiality, informed consent, document management and data backup.

Monitoring and Evaluation Framework

- Support the implementation and ongoing use of the MEL framework for Adara projects, contributing to alignment with project objectives, organizational standards, and donor requirements. Systematically track and report on key project performance indicators (KPIs) to monitor progress, performance, and outcomes.
- Support the monitoring of research and programme activities by collecting, analysing and reporting data on utilisation, service efficiency, quality and outcomes.

Field Monitoring and Support

- Conduct regular field visits to monitor project progress, collect qualitative and quantitative data, and provide on-site support to field teams.
- Provide technical assistance to health workers, transport providers, and project staff on the effective use of monitoring and evaluation tools and systems.
- Systematically document success stories, challenges, and lessons learned to inform continuous learning and programme improvement.

Data Analysis & Reporting

- Analyze project data and produce timely monthly, quarterly, and annual reports to support evidence-based planning and decision-making.
- Support the preparation of high-quality reports for donors, management, and other stakeholders, ensuring accuracy and compliance with reporting requirements and guidelines.
- Support the development and maintenance of dashboards and data visualisations that present project performance clearly and facilitate easy interpretation.
- Provide technical support to baseline, mid-term, and endline evaluations to assess project progress, effectiveness, and impact.

Learning & Adaptation

- Support the preparation and facilitation of project review and learning meetings, including analysing data, preparing materials, presenting findings and documenting agreed actions, under the guidance of the RMEL Manager
- Synthesize quantitative and qualitative data from routine monitoring, assessments, and evaluations to inform adaptive programming and evidence-based decision-making.
- Develop and disseminate routine data products including infographics, data briefs, abstracts, and visual summaries to support learning, advocacy, and stakeholder engagement.
- Work closely with the RMEL Manager and field teams to track, document, and follow up on the implementation of agreed learning and adaptation actions.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Statistics, Biostatistics, Social sciences, Public Health, Demography, Economics, Data Science, Development Studies, or a closely related field.
- A postgraduate qualification or professional certification in Monitoring and Evaluation, Data Analytics, Public Health, or Project Planning and Management is a strong added advantage.
- At least two years' relevant experience in monitoring and evaluation, research, data management or programme learning, preferably within public health, maternal, newborn and child health, or community-based programmes in Uganda.
- Training in monitoring and evaluation and demonstrated ability in developing and implementing M&E frameworks and systems (Logical Framework Analysis, Theory of Change and other M&E frameworks).
- Demonstrated proficiency in Excel and experience using statistical, data-collection or data-visualisation software. Experience with platforms such as SPSS, Stata, R, Power BI, KoboToolbox, REDCap or similar systems is an advantage.

- Knowledge and experience in data collection, consultation with community, report writing and documentation.

KEY COMPETENCIES

- Ability to analyse quantitative and qualitative data and communicate findings clearly and accurately.
- Good facilitation and presentation skills, with the confidence to contribute to learning meetings, programme reviews and stakeholder discussions.
- Strong organisational and time-management skills, with the ability to coordinate routine tasks and meet reporting deadlines.
- High attention to detail and a commitment to data accuracy, ethical practice, confidentiality and accountability.
- Ability to work independently on assigned activities while seeking guidance where required.
- Ability to work collaboratively with programme, clinical, facility and cross-functional teams.