

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT**JOB DESCRIPTION**

Title: Executive Manager
Location: Head Office, Ministry of Sport and Community Development
Reporting to: Permanent Secretary, Ministry of Sport and Community Development

JOB SUMMARY

Responsible for spearheading the research, planning, implementation, monitoring and evaluation of the programmes of the Ministry of Sport and Community Development. Work also involves conducting evaluations, tracer studies and rapid assessments and developing continuous and systematic monitoring mechanisms required for the proper functioning of the programmes of the Ministry. A considerable degree of initiative and independent judgment is required.

MAIN DUTIES & RESPONSIBILITIES

1. Oversees the planning, organizing and conducting surveys and other types of research activities into pertinent matters to the operations, functions or problems of the social sector and in accordance with the objectives of the Ministry of Sport and Community Development;
2. Advises the Minister and Permanent Secretary on social sector issues relevant to the Ministry of Sport and Community Development with respect to research, policy, planning and monitoring and evaluation;
3. Undertakes monitoring, reporting and evaluation responsibilities as necessary. Such responsibilities to be undertaken in accordance with current best practices in M&E in the social sector;
4. Advises on the collection of data on trends from local and foreign agencies;
5. Liaises with research/planning/M&E practitioners nationally, regionally and internationally in order to stay abreast with the latest and best research/planning/M&E practices;
6. Develops and oversees the maintenance of a research/planning/M&E agenda for the Ministry of Sport and Community Development;

7. Advises on the development and maintenance of various Ministry databases;
8. Develops and monitors the implementation of Tracer Studies;
9. Compiles, collates, analyses and interprets data collected and prepares reports designed to aid in the solutions of problems;
10. Evaluates data quality and interprets statistics for the preparation of reports;
11. Prepares monthly, annual and ad hoc reports on the performance of the Unit and conducts presentations;
12. Undertakes inspection visits to programmes of the Unit to ascertain their status, verify performance data, identify problems and recommend solutions to the Permanent Secretary of the Ministry;
13. Keeps up-to-date with current research/M&E studies conducted on social/community issues through the Internet and other sources;
14. Advises on the maintenance of a system for the safe keeping of research records and data;
15. Comments on research studies and M&E reports prepared for the Ministry or submitted for review by external agencies;
16. Liaises and collaborates with other Research/M&E/Policy Units in Government Ministries and Department, NGOs/CBOs/FBOs in matters related to assigned responsibilities;
17. Reviews and makes recommendations on plans of private consultants recruited by the Ministry to undertake research/policy/M&E activities;
18. Prepares and comments on Cabinet Notes and Reports relevant to the work of the PIU;
19. Serves as a representative of the Ministry on various committees and advises on the interpretation of the methodology used in collecting, analyzing and interpreting data;
20. Conducts field work to collect relevant data as necessary;
21. Supervises members of field staff in the conduct of surveys;

22. Makes recommendations to the Permanent Secretary on the training and developmental needs of the staff;
23. Directs, supervises, co-ordinates and guides the work of all the technical sub-units;
24. Supervises and guides the technical and non-technical members of staff (there are currently forty-five (45) contracted positions which fall under the aegis of the Director of the PIU);
25. Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of principles, techniques and practices of policy formulation/M&E/research and investigative methodology and relevant software;
2. Ability to compile, collate and present research/M&E/policy data in a useful form;
3. Ability to analyze and evaluate problems objectively;
4. Ability to express ideas clearly and concisely and to prepare reports containing descriptive, analytical and evaluative content;
5. Ability to interact effectively with community-based groups;
6. Ability to establish and maintain effective working relationships with other employees, representatives of governmental, international and private agencies and members of the public;
7. Working knowledge of computers and related software applications.

EXPERIENCE & TRAINING

1. Experience in conducting research, M&E work and formulating policies, especially on social/community issues and training as evidenced by a Post-graduate degree in one of the Social Sciences from a recognized institution.
2. Demonstrated ability in the advanced use of software such as Microsoft Excel and Access and statistical packages such as SPSS and SAS. Ability to use DevInfo and other current database programmes would also be an asset.
3. Experience or training in developing project proposals and in project management would be an asset.
4. Experience with CBOs/NGOs/FBOs would be an asset.