

MONITORING AND EVALUATION SPECIALIST

PLANNING AND IMPLEMENTATION UNIT

JOB DESCRIPTION

**REPORTING RELATIONSHIP: DIRECTOR, PLANNING AND
IMPLEMENTATION UNIT**

JOB SUMMARY

The Monitoring and Evaluation Specialist will be responsible for the monitoring and evaluation of programmes and activities of the Project Implementation Unit of the Ministry. Work involves conducting evaluations and rapid assessments and developing continuous and systematic monitoring mechanisms required for the proper functioning of the programmes of the Unit. A considerable degree of initiative and independent judgment is required.

DUTIES AND RESPONSIBILITIES

- Undertakes monitoring, reporting and evaluation responsibilities as assigned by the Director. Such responsibilities to be undertaken in accordance with current best practices in M&E in the social sector
- Prepares strategies and action plans for the implementation of a work-plan schedule of monitoring and evaluation for the attention of the Director
- Liaises with M&E practitioners nationally, regionally and internationally in order to stay abreast with the latest and best M&E practices
- Undertakes inspection visits to programmes/projects of the Unit to ascertain their status, verify performance data, identify problems and recommend solutions to the Programme Co-ordinators and Director of the Unit

- Contributes to the preparation of monthly and annual reports on the performance of the Unit and conduct presentations
- Advises the Director on the establishment of performance indicators for programmes/activities
- Reviews and makes recommendations on proposals of private consultants recruited by the Ministry to undertake monitoring and evaluation studies
- Monitors the functioning of various programmes and initiatives and establishes mechanisms for reporting on the various outputs and successes of these programmes
- Provides guidance to technical and non-technical staff engaged in work of an M&E nature
- Liaises with relevant governmental, NGO/CBO/FBO and private sector agencies in matters related to assigned responsibilities
- Undertakes other duties as may be required by the Director

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, techniques and practices of M&E
- Ability to compile, collate and present M&E data in a useful form
- Ability to analyze and evaluate problems objectively
- Ability to express ideas clearly and concisely and to prepare reports containing descriptive, analytical and evaluative content
- Ability to establish and maintain effective working relationships with other employees and the public
- Ability to interact effectively with community-based groups
- Working knowledge of computers and related software applications

MINIMUM EXPERIENCE AND TRAINING

- Experience (2 – 4yrs) in conducting M&E work especially on social/community programmes/projects and training as evidenced by a first degree in one of the Social Sciences from a recognized institution

- Demonstrated ability in the advanced use of software such as Microsoft Excel and Access. Ability to use SPSS would also be an asset
- Experience or training in developing project proposals and in project management would be an asset
- Experience with working/liaising with CBOs/NGOs/FBOs would be an asset