

<b>JOB TITLE: Monitoring and Evaluation Officer</b>	
<b>JOB SUMMARY:</b>	
<p>The incumbent is required to establish and implement or assist in the establishment and implementation of Monitoring and Evaluation (M&amp;E) Systems for programmes/projects in a Ministry. Duties include formulating programme/project outcomes, performance indicators and data capture systems; assisting in new programme/project development; conducting cost benefits and cost effectiveness analyses; maintaining M&amp;E databases and reporting on M&amp;E activities. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.</p>	
<b>REPORTS TO:</b>	<b>Strategic and Corporate Intelligence Specialist</b>
<b>SUPERVISION GIVEN TO:</b>	

1. Performs as an integral member of project teams to provide guidance, direction and advice to ensure sound, client-responsive and innovative performance monitoring/management plans.
2. Drafts monitoring and evaluation sections of proposals as required, adapts and/or develops innovative tools for measurement of progress and achievements of the Ministry.
3. Designs and implements systems for the continuous monitoring and evaluation of the projects and
4. programmes of the Ministry.
5. Identifies and designs performance questions, key indicators and targets for each project component and for each level of the objective hierarchy.
6. Collects data on inputs, activities and immediate outputs and reports on their contribution to eventual outcomes.
7. Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
8. Conducts field visits to obtain data in order to inform the design of performance monitoring/management plans where necessary.
9. Establishes and maintains monitoring and evaluation information systems or databases and ensures that resources are current, available for employees and widely disseminated.
10. Assists relevant staff of the Ministry in the development of new projects/programmes, ensuring that all proposals include specific goals, objectives, outputs, indicators, targets and provision for adequate funding.
11. Participates in assessments of new projects/programmes, as needed.
12. Keeps abreast of monitoring and evaluation practices to ensure adherence to international monitoring and evaluation standards.
13. Links or assists in the linking of evaluation findings to policy formulation, planning and budgetary processes of the Ministry.
14. Prepares and analyses monitoring and evaluation reports for management to assist in its decision-making processes.
15. Represents the Ministry on various committees and at meetings, conferences, workshops and other fora as required.
16. Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry.
17. Performs other related duties as may be required.

<p><b>Knowledge:</b></p>	<ul style="list-style-type: none"> <li>▪ Knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.</li> <li>▪ Knowledge of management principles and practices.</li> <li>▪ Knowledge of accountability theories and practices, including methods of</li> <li>▪ implementation.</li> <li>▪ Knowledge of logical frameworks and participatory results-based planning, monitoring and evaluation.</li> <li>▪ Some knowledge of government policies, procedures, rules and regulations.</li> <li>▪ Some knowledge of the principles and methods involved in project</li> <li>▪ management.</li> </ul>
<p><b>Skills And Abilities:</b></p>	<ul style="list-style-type: none"> <li>▪ Skill in the use of personal computers.</li> <li>▪ Proficient in the use of Microsoft Office Suite.</li> <li>▪ Ability to use e-government technology platforms.</li> <li>▪ Ability to develop the overall framework for project monitoring and evaluation.</li> <li>▪ Ability to collaborate with relevant stakeholders to provide relevant</li> <li>▪ information for ongoing evaluation of project activities, effects and impacts.</li> <li>▪ Ability to compile and analyse data and prepare comprehensive reports.</li> <li>▪ Ability to express ideas clearly and concisely, both in writing and orally.</li> <li>▪ Ability to establish and maintain effective working relationships and interact with different stakeholders.</li> <li>▪ Ability to use tact and diplomacy in the performance of duties.</li> <li>▪ Ability to observe and maintain confidentiality in the performance of duties.</li> </ul>

**Minimum Experience and Training:**

- Minimum of two (2) years' experience in performing duties related to monitoring and evaluation.
- Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University.