

Job Description

Monitoring and Evaluation Officer

Monitoring/Evaluation Officer will carry out the following major responsibilities:

1. Monitor and oversee progress to maintain a complete overview of activities undertaken by PAF and its partners
2. Assist in developing program performance audit guide
3. Develop tools for monitoring suitable to the nature of responsibilities undertaken by Partner Organizations and Community Organizations
4. Ensure the implementation of monitoring strategies/framework
5. Facilitate in various programmatic assessments and surveys
6. Build linkages between project staff/partners involved in monitoring and MER unit
7. Support partner organizations to strengthen their implementation, management and monitoring systems
8. Provide monitoring and evaluation guidelines to the Partner Organizations and Community Organizations
9. Assist in developing Terms of Reference for contracting out monitoring and evaluation, performance audit and impact assessment and studies to Service Agencies
10. Review monitoring and evaluation reports submitted by the consultants
11. Provide technical support for the institutionalization of monitoring process at Partner Organization and Community Organization levels
12. Share organizational learning of monitoring with related stakeholders
13. Rigorously monitor and evaluate all aspects of the project activities implemented by the partners through undertaking regular and extensive visits to project sites
14. Monitor the appropriateness of the indicators used and update the management information system covering all field operation
15. Support partners and Concerns to undertake studies which illustrate effectiveness of innovative approaches and document lessons learned
16. Prepare progress reports
17. Support Concern and partners to improve downward accountability mechanisms including establishment of complaint mechanisms
18. Help in publication & dissemination. Report periodically about the functions performed and lessons learned to the division chief
19. Other duties as assigned by the division chief