IOB TITLE: MONITORING & EVALUATION OFFICER

JOB ID:

T3207

Old JOB Number:

^

Date revised: 2020-01-27

REPORTS TO: MONITORING & EVALUATION COORDINATOR

INISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To assist the Monitoring & Evaluation Coordinator with the management of Monitoring & Evaluation strategies and systems of the unit.

KEY OUTPUTS:

- Relevant Monitoring & Evaluation framework.
- Accurate and up-to-date data.
- High-quality data analysis.
- Clearly defined and up-to-date Monitoring & Evaluation Processes.
- Effectively implemented communications strategy.
- Confidentiality in the discharge of all duties.

RANGE OF ACTIVITIES:

- To periodically review the Monitoring & Evaluation framework to ensure its relevance and so as to be able to evaluate outcomes achieved and long-term impact made.
- To assist the Coordinator, Monitoring & Evaluation with the development and implementation of a Monitoring & Evaluation Communications Strategy.
- To work with Monitoring & Evaluation counterparts in other Institutions to develop systems of data collection and sharing.
- To collect data as required under the Monitoring & Evaluation framework and/or as directed by the Coordinator,
 Monitoring & Evaluation.
- To analyze data collected and prepare monitoring report for analysis by the Coordinator, Monitoring & Evaluation.
- To assist the Coordinator, Monitoring & Evaluation to prepare periodic reports, including the semi-annual reports.
- To perform any other duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

 A Bachelor's Degree in Public Management, Public Administration, Business Administration, Project Management or Law from a recognized University PLUS three (3) years experience in data analysis or data management. Ability to demonstrate an excellent understanding of Monitoring & Evaluation principles, as well as a high level of proficiency in Microsoft Word, Excel & PowerPoint, would be desirable.

OR

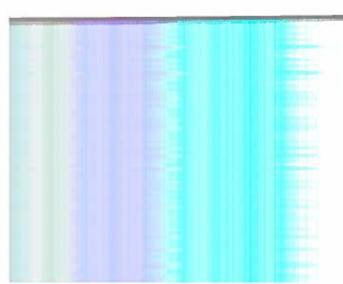
A Diploma in Public Management, Public Administration or Business Administration or Project Management from a
recognized University PLUS five (5) years experience in data analysis or data management. Ability to demonstrate
an excellent understanding of Monitoring & Evaluation principles, as well as a high level of proficiency in Microsoft
Word, Excel & PowerPoint, would be desirable.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent is expected to give effective support to the Monitoring & Evaluation Coordinator in the collection and

Printed by HRMIS1 on: 2020-08-05

Page 1



analysis of qualitative and quantitative data from various sources, and from this make specific recommendations to senior policy makers. Poor quality in data collection and analysis v II ultimately give rise to poor or improper policies being implemented and can potentially affect the entire justice sys am.

SOURCE MANAGEMENT:

He/she is responsible for all equipment assigned to him/her.

MMUNICATIONS: The incumbent communicates regularly with superio. 3 and other senior officials in Ministries, committee members and representatives of non-Gov rnmental organisations, among other stakeholders. He/she is expected to have excellent communications and interpersonal skills, important more so when conducting data collection exercises.

ORKING CONDITIONS: Primarily normal office conditions, although the incumbent will be required to spend up to

30% of the time working with counterparts in other institutions to collect data and/or in the

field to conduct research.

REPARED BY: KEIMO BENJAMIN

GAIL WILLIAMS HECKED BY:

