

POSITION DESCRIPTION

Job Title	:	Monitoring and Evaluation Coordinator
Department	:	Monitoring and Evaluation Unit
Division	:	General Administration
Reporting to	:	Director, Monitoring and Evaluation
Supervising	:	NIL
Job Summary	:	<p>The incumbent is required to assist in the overall Monitoring and Evaluation (M&E) System for the Ministry in alignment with the national Monitoring and Evaluation system. Duties include: ensuring that data is of a high quality; collected in a timely manner; is appropriately analyzed, and is consistently measured and used within the context of the Strategic and Business Plans of the Ministry. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.</p>

Duties and Responsibilities :

- Assists the development and implementation of M&E systems for the Ministry, including designing frameworks and procedures for monitoring and evaluation in accordance with the national performance framework.
- Assists in the management and coordination of the day to day operations of the Monitoring and Evaluation Unit of the Ministry.
- Assists in the coordination of the revision programme and projects with key stakeholders to ensure an updated and shared understanding of the strategy and information needs of the Ministry.
- Monitors and evaluates programmes and projects within the Ministry and special operating agencies under the purview of the Ministry.
- Identifies and designs performance questions, key indicators and targets for each project/programme component.

- Prepares analytical reports on progress on projects/programmes undertaken including indications of planned actions and financial statements to the relevant bodies.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Reviews and analyses evaluation reports to enable informed decision making.
- Monitors the development and execution of policies, projects and programmes to ensure alignment with the vision and strategies of the Ministry.
- Reviews the performance of Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) projects of the Ministry.
- Represents the Ministry on various committees and at meetings, conferences, workshops and other fora as required.
- Trains/assists in training technical staff on M&E best practices and ensures compliance with established policies and procedures.
- Prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry.
- Performs other related work as required.

**Knowledge, Skills
and Abilities :**

- Considerable knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Considerable knowledge of management principles and practices.
- Considerable knowledge and understanding of governance theories and practices, including methods of implementation.
- Considerable knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the principles and methods involved in strategic planning, project management and public management systems.

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project Monitoring and Evaluation.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyze data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

**Minimum
Qualifications and
Experience :**

- 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 recognized University, supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognized institution.
- Minimum of six (6) years' experience performing monitoring and evaluation work in the design, formulation and implementation of Monitoring and Evaluation systems, including a minimum of three (3) years' experience in supervising a team with responsibility for monitoring and evaluation, planning and public management.