

Ref #:



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Director, Monitoring and Evaluation

JOB SUMMARY:

The incumbent is required to plan, direct and coordinate the activities involved the implementation of Monitoring and Evaluation (M&E) practices in a Ministry/Department/Agency. He/She is required to develop an M&E strategy system for the Ministry/Department/Agency in alignment with the national Monitoring and Evaluation system; implement measurement devices; conduct data analysis; train employees and prepare reports to ensure that all programmes and services provided by the Ministry/Department/Agency meet the requirements of the national Monitoring and Evaluation framework. The incumbent is also required to assist the Ministry/Department/Agency in adopting a continuous process improvement approach to planning, implementing and evaluating all aspects of its portfolio of programmes and services. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO: Permanent Secretary/Head of Department/Agency or designated officer

SUPERVISION GIVEN TO: Monitoring and Evaluation Coordinator (direct)
Monitoring and Evaluation Officer and other support staff of the Division

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the activities of the professional and support staff of the Monitoring and Evaluation Division/Unit.
- Develops a comprehensive overall monitoring and evaluation toolkit and framework, including performance indicators and benchmarks in accordance with the National Performance Framework.
- Supports Senior Management in employing an impact and evidence-based approach to working so that learnings are implemented throughout future plans and priorities.
- Directs, supervises and monitors the implementation of the M&E system of the Ministry/Department/Agency while ensuring that timely decisions on corrective actions are made and implemented.

- Directs/participates in the review of the performance of PSIP, IDF projects of Ministry/Department/Agency.
- Maintains and improves programmes and quality of service by examining compliance with required operating procedures, by monitoring the implementation of programmes and services, by investigating stakeholder complaints and proposing solutions; and by collaborating with other members of management and staff to develop new programmes and services, as well as new quality procedures, as required.
- Supervises, conducts and/or commissions evaluation/impact assessment studies of key projects/programmes.
- Conducts gap analyses; identifies critical control points and preventive measures; and suggests ways in which existing procedures can be streamlined or revised to enhance quality and consistency of all projects.
- Verifies the quality of monitoring and evaluation data produced and ensures the integrity of that data and its appropriate use.
- Reviews and submits required reports on the progress of projects undertaken – including indications of planned actions and financial statements –to relevant bodies, with assistance from M&E staff.
- Reviews and signs implementation agreements with relevant stakeholders to define the modalities for implementation and M&E.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Ensures that all evaluation studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making.
- Leads initiatives that foster a joint learning process that identifies how M&E analysis could be improved further to achieve greater impact.
- Prepares budget estimates while ensuring adherence to budgetary guidelines.
- Directs/participates in the training of relevant Ministry/Department/Agency staff in M&E best practices and ensures compliance with established policies and procedures.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required on matters related to monitoring and evaluation.
- Reviews and prepares, where necessary, Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation required to carry out the functions of the Ministry/Department/Agency.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Extensive knowledge of management principles and practices.
- Extensive knowledge and understanding of governance theories and practices, including methods of implementation.
- Extensive 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.

SKILLS AND ABILITIES:

- 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 plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse 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 EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of five (5) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Master's degree in one of the Social Sciences, such as Public Sector Management, Project Management or Public Policy or in a related field from a recognised University.

OR

A Bachelor's degree from a recognised University in one of the Social Sciences; such as Public Sector Management or Project Management or in a related field; supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.