JOB DESCRIPTION - MONITORING AND EVALUATION (M&E) SPECIALIST

Post title: M&E Specialist
Reporting line: National Project Manager
This position requires coordination with all project components

Job purpose: The work of M&E Specialist is to build up the M&E indicators for the project activity results, and carry out the M&E work and report on the results of the use of these indicators. This specialist also assists the coordination of the support to the Ministry for building MARD M&E system for PAR activities.

Duties and responsibilities:

1. Develop a result-based M&E system for all the project components and activities. The system should include specific M&E indicators, methods of information collection and of result assessment for each activity of the project). This system should synchronize with the similar methods and systems in PAR HCMC project and the M&E system being developed for the Government’s PAR Steering Committee.
2. Guide project staff in carrying out the information collection and assessment.
3. Organize the information analysis to support PMU decision making process.
4. Organize planned and adhoc M&E missions as required.
5. Participate in the project strategic planning to ensure that result-based M&E indicators be set up for all project activities.
6. Prepare periodical and adhoc M&E reports as required; provide necessary data for other project reports.
7. Prepare thematic reports and assess achieved project outputs using M&E tools mainly used for projects such as annual and mid-term project assessment reports. In charge of supervising the work results of external M&E consultants in developing MARD M&E system for PAR activities.
8. Perform other duties as required by NPM.

Qualification requirements

- Minimum of university degree in business administration, public administration, sociology, information management, management of development projects; Master degree in the above specializations would be an asset.
- Minimum of 5 years experience working with development projects in general. Experience with PAR projects would be an asset. Minimum of 3 years experience in M&E and information management.
• Experience in result-based management methodology in project implementation
• Knowledge in PAR issues in general and MARD PAR in particular is an advantage
• Planning skills (using of logical framework)
• Analytical and synthetical skills
• Facilitation and coaching skills
• Report writing skills
• Good communications skills
• Problem solving skills
• Good cooperation and teamwork spirit
• Excellent command of English
• Competence in computer and office softwares (MS office applications)