JOB DESCRIPTION

Position Title: M&E (Monitoring and Evaluation) Officer

Reports to: M&E Manager, as part of the Program & Organizational Development (POD) department. / Senior M&E Officer (who will act as a mentor)

Line Management: N/A

Location of position: Port-au-Prince, Haïti (Delmas 48 office)

Note: Only candidates fully bilingual in French and English (oral and written) will be considered.

Purpose of the Position

The M&E Officer will support the M&E Manager as well as the Senior M&E Officer in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects, both new and established throughout J/P HRO. S/he will provide technical field support to the M&E unit, within the POD department. The M&E Officer will work closely with Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the M&E Manager. S/he may be assigned to focus on supporting one or more specific grants or projects within a program as assigned by the M&E Manager.

S/he will collaborate with the Program Development unit of POD as assigned by the M&E Manager and/or the POD Manager in reviewing and preparing monthly, quarterly and final narrative and financial donors’ reports.

Additionally, s/he will replace or work with other members of the team, as need be, on grants writing and set up, follow up of program expenses and indicators, implementation of processes, standard operating procedures and any other tasks given to her/him by the M&E Manager or the Program & Organizational development Manager (POD).
Primary Responsibilities:

1. **Grant and/or Program Management Support**
   - Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.

2. **System Development**
   - Support M&E Manager and Senior M&E Officer in creating a framework and procedures for the monitoring and evaluation of project activities.
   - Support the M&E Manager in defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
   - Assist the M&E Manager in proposing strategies to increase data use and demand amongst Program staff.
   - Assist Program staff and the M&E Manager in clarifying project information needs.
   - Support project/program staff on ways to properly document, organize and capture program progress.
   - Draft tools and their revisions as well as data collection procedures under the supervision of the M&E Manager (eg. logical framework, project performance tracking, indicators, data flow chart, M&E manuals)
   - Support the M&E Manager in reviewing the performance of existing management information systems to help identify potential modifications or resources.

3. **Data Management and Analysis**
   - Keep abreast of developments in grant/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.
   - Suggest ways to facilitate data collection and the flow of data within Program field teams.
   - Identify strengths and weaknesses in existing data collection and management systems and propose solutions along with the M&E Manager.
   - Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
• Analyze changes and patterns in KPI indicator data and performance reports in order to support Program staff and/or the M&E Manager
• Support the M&E Manager to ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.
• Support and participate in program and project evaluations

4. Communication and Reporting
• Support M&E Manager and Grants Manager in reviewing donor reports to ensure high quality reports are submitted on time for this grant/program.
• Assist Program Development/Grants Management in establishing log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout project implementation
• Review and analyze weekly reports with the M&E Manager to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.

Qualifications and Experience*

• Bachelor’s Degree in Administration, Information Management, Project Management, Engineering, Finance or other relevant academic background (essential), Master’s Degree (desirable)
• 1 to 3 years of Monitoring and Evaluation experience (essential)
• Capacity to produce high-quality briefs and reports in both French and English.

Skills
• Good level of proficiency in Windows Excel and quantitative analysis
• Ability to design M&E tools, surveys, surveillance systems, and evaluations
• Demonstrated ability to train and build capacity of others
• Strong interpersonal skills
• Bilingual in English and either French or Creole (essential)
• Experience in a non-governmental organization or in the United Nations (desirable).