## JOB DESCRIPTION

### 1.0 Position Summary

<table>
<thead>
<tr>
<th>1.1 Position: Monitoring &amp; Evaluation (M&amp;E) Officer</th>
<th>1.2 Department/Project: Empowerment of Adolescents/Youth through Life Skills Based Education (LSBE)</th>
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</thead>
<tbody>
<tr>
<td>1.3 Category/Grade: Professional-2</td>
<td>1.4 Duty Station: Islamabad with frequent travel to Badin and Qambar Shahdadkot districts in Sindh</td>
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<td>1.5 Reporting to: Specialist Monitoring &amp; Evaluation, RSPN</td>
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### 2.0 Job Responsibilities

1. Develop and implement the Project Performance Plan following the RSPN M&E Manual and donor’s guidelines;
2. Regular compilation of field monitoring information and generation of project monitoring information for further reporting to the Specialist M&E;
3. Develop monthly project monitoring reports, update and follow-up on project monitoring action plans and submit to Specialist M&E;
4. Support project implementation team in finalization of all data collection and reporting formats, quality assurance tools and protocols to be used for monitoring of project activities;
5. Provide feedback, guidance and recommendations to the project management and project implementation staff of implementing partners for necessary corrections and improvements in project implementation;
6. Undertake regular monitoring visits to target districts for monitoring of the project activities, identify gaps in implementation and quality and provide feedback to partner RSPs and field team for improvement in project implementation;
7. Validation of data of outputs shared by implementing partner RSPs and share findings of validation with project staff of implementing partners, project manager and senior management of implementing partners for immediate corrective measures;
8. Documentation of key lessons learnt and share with implementing partners for reinforcement of best practices in project implementation and quality improvement;
9. Provide technical support in beneficiary project assessments and impact studies;
10. Assist the Specialist M&E in external project assessments and evaluations;
11. Assist Project Manager by providing needful data and information for the preparation of periodic progress reports for onward submission to the donor;
12. Any other assignment given by the Supervisor/Management.

### 3.0 Required Qualifications, Experience and Skills

#### 3.1 Education:
Masters or equivalent degree in Economics, Development Studies or Social Sciences from a recognised university.

#### 3.2 Experience:
Minimum of two years of relevant experience in the field of Monitoring and Evaluation of development projects and programmes.

#### 3.3 Knowledge and Skills:
- Knowledge and understanding of participatory monitoring and evaluation for learning and improvement.
- Strong team building and decision making skills.
- Excellent analytical and report writing skills.
- Excellent written and verbal communication skills in English and Urdu. Familiar with Sindhi language.
- Solid working knowledge of Microsoft Office.
- Self-motivated, team player and action oriented.