

Job Title: Monitoring and Evaluation (M&E) Officers

Job Location:

- Khairpur 1 (GHS Khouro Goth, GHS Tando Nazar and GHS Hussainabad)
- Khairpur 2 (GHSS Setharja)
- Sukkur 1 (GGHS Arain, GHS Abad Lakha and GHS Modern)
- Sukkur 2 (GHS Bedil Bekas and GHS Dodanko)

Reporting Authority: M&E Department

Salary: Approximately Rs 20,000-25,000 (inclusive of conveyance allowance)

Eligibility Criteria

- Minimum Bachelors in Social Sciences or equivalent in the related subject
- Minimum 2 years' experience in M&E
- Ability to treat individuals with fairness and respect, demonstrating sensitivity for cultural and gender differences
- Local candidates of Sindh would be preferred who would have thorough knowledge of English, working knowledge of Sindhi or other languages spoken in the region would be an advantage.
- Candidate should have working knowledge of MS Office
- **Preference would be given to candidates with their own vehicles (motorbike/car)**

Send your resume at hr@charterforcompassion.org.pk. Last Date for Applying: 31 July 2018

Job Description

The candidate would be responsible for:

A. Design Program Monitoring, Evaluation and Reporting Systems and Tools

- Design data collection tools to verify indicators identified in the program/project plan
- Keep track of all the project/program monitoring and evaluation schedules and works with respective staff to design and implement monitoring and evaluation procedures.

- Monitor program/project specific activities at field (**frequently**) and ensure timely sharing of best practices and lessons learnt with management.
- To analyze and discuss findings based on regular monitoring data with program/project team
- Provide technical support on M&E and evidence-based recommendations to the relevant program/project team.
- Participate and provide input on program/project progress in the review meetings.
- Ensure that follow up procedures are in place and are regularly followed.
- Ensure that implementation of field activities adheres to CfC's monitoring and evaluation system
- Develop potential success stories, case studies to highlight program/projects' outcome and impact of interventions.
- Support the Head Office M&E team to ensure that donor(s) and Senior Management's data queries are addressed in an accurate and timely manner.
- Review and analyze monthly/quarterly progress reports and ensure the reports are presenting accurate information on outputs, outcomes, best practices and challenges.

B. Planning and Implementation of All Program/Project M&E Activities

- Plan and conduct baseline and end line studies
- Design and lead training and other capacity building initiatives on monitoring and evaluation systems for staff
- Monitor and evaluate the efficient and effectiveness of in-house trainings and make necessary adjustments.
- Work with the relevant staff to collate case studies for CfC's program/project
- Analyze monitoring data and communicate timely to staff so that results of analysis inform program/project decision making
- Assist the relevant program/project staff in designing and conducting research. This may also include support to field-based data collection and subsequent analysis.

C. Financial Management

- Ensure timely requisitioning and accountability for activity funds as required

D. Other

- Any other tasks assigned by line manager.

