



JOB VACANCY

Charter for Compassion Pakistan (CfC) is a Non-Governmental Organization (NGO) that aims to create a vibrant, peaceful, and compassionate society through the creation of innovative programs, education, and training on compassionate thought and action. Our programs, tools, and activities allow our Stakeholders and Partners the opportunity to explore the value of collaboration, empathy, and compassion within their own respective entities, and institutionalize these positive changes across all sections of society.

Charter for Compassion - Pakistan is looking for a competent human resource for various positions for its ongoing projects.

We are recruiting for Manager- Monitoring and Evaluation

- Minimum Master's degree in Environmental Sciences/Sociology/Rural development
- Candidate must have experience relevant to Education/Academic field of at least 4-5 years.
- Candidate should be willing to travel frequently

Job Description

Conduct Daily/Weekly review sessions with the team

-Monitor the KPI's

-Device mechanisms for Monitoring and Evaluation

-Conduct Monthly visits to the site areas

-Develop, implement, and monitor training programs within an organization.

-Supervise technical training for staff

-Conduct orientation sessions

-Liaison with stake holders

-Conduct baseline for the community projects

-Train the Monitoring and Evaluation staff

-Maintain records

-Develop KPI achieving strategy

-Clarify what impact a project is expected to have how it will be achieved

-Decide how progress and impact will be assessed

-Gather and analyze the necessary information for tracking progress and impact

-Explain the reasons for success and failure and agree on how best to use this understanding to improve future action.



Develop a monitoring and evaluation strategy and associated tools, including key performance indicators.

- Review and chart workflow procedures for key programs and services.
- Conduct gap analyses; identify critical control points and preventive measures; suggest ways in which existing procedures may be streamlined or revised to enhance quality and consistency.
- Develop quality assurance plans and verification procedures.
- Maintain and improve program and service quality by examining compliance with required operating procedures, by monitoring the implementation of programs and services, by investigating customer complaints and proposing solutions; and by collaborating with other members of management and staff to develop new programs and services, as well as new quality procedures, as required.
- Periodically review and update quality assurance procedures, and re-train staff on best practices.
- Prepare quality documentation and reports by collecting, analyzing and summarizing information and trends.
- Ensure that Charter for Compassion's branding and formatting standards are complied with on all program and service literature, materials, reports, and other documentation.
- Facilitation of knowledge building and knowledge sharing on monitoring and evaluation.
- Prepare weekly activity reports
- Any other tasks assigned by the manager

Interested candidate may send their resume to hr@charterforcompassion.org.pk latest by 19th October 2018

Please do not hesitate, and feel free to contact me via email or phone.

Thank you.

Best Regards,

Sumaya Hafeez

HR Associate

Charter for Compassion - Pakistan

+92-346-2088349

225, Second Floor, The Cotton Exchange Building, I.I. Chundrigar Road, Karachi, Pakistan  +92 21 32463931

 charterforcompassion.org.pk compassionateschool.org  info@charterforcompassion.org.pk  [cfcpak](https://www.facebook.com/cfcpak)  [cfcpak](https://www.instagram.com/cfcpak)