

MONITORING AND EVALUATION (M&E) OFFICER

(Sukkur & Khairpur)

Salary: Approximately Rs 20,000 (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)

Responsibilities

Conduct scheduled visits and verify the following:

- Key Performance Indicators (KPIs) and Standard Operating Procedures (SOPs) are being adhered to (by using different checklists)
- Documents (for e.g. attendance registers) are being maintained regularly
- the school records reflect the actual situation e.g. the number of students/staffs mentioned present are actually there or not.
- Provide evidence-based recommendations to the relevant program/project team.
- Validate the data (staff and students' attendance, results etc) uploaded on Education Management Information System (EMIS)
- Monitor and report the internal and external training sessions to the M&E Associates
- Validate success stories of the project
- Monitor school events, activities and visits as per SOPs/Directives
- Attend SMC Meetings and share major findings with the M&E Associates
- Interact with students, teachers and community members to collect their feedback, comments and suggestions
- Submit activity report to their respective M&E Associates by the end of the week (Saturday)
- Create regular awareness of 8398 complaint messaging service. In response to complaints or grievances of serious nature, unannounced spot checks, record review, available relevant information held at different implementation sites can be investigated for the triangulation of the matter.
- Any other tasks assigned by M&E Associate, Manager/Assistant Manager M&E.

Please send your CV at hr@charterforcompassion.org.pk clearly mentioning 'M & E Officer' in the subject line. Only relevant candidates will be called.