

Job Position – M & E Associate

- Support M & E team in research studies, assessments, evaluations of the project and activities and coordinate with the project team on any further changes or new initiatives.
- Support M & E team to develop benchmark standards that are best practices, performance measures for any given process or activity and which can be used as yardsticks to evaluate project performance.
- Keep track of all project monitoring and evaluation schedules and works with project staff to design and implement monitoring and evaluation procedures.
- Regularly travel and conduct field visits for efficient monitoring.
- Participate and provide input on project progress in project review meetings.
- Ensure that follow up procedures are in place and are regularly followed.
- Assisting in organize monitoring and evaluation training and workshops for staff capacity building.
- Monitor and evaluate the efficiency and effectiveness of these training and make necessary adjustments.
- Support M&E Manager in developing monitoring frameworks and development of different M&E tools for the projects.
- Assist the relevant project staff in designing and conducting research. This may also include support to field-based data collection and subsequent analysis.
- Train relevant project staff in monitoring and evaluation activities
- Any other task assigned by supervisor

Job Specification

At least three years' experience in the field of M & E Dept.

Report writing skills, hands on experience

Able to visit travel interior Sindh

Minimum bachelor's degree is required

Interested candidate may send their resume on the following email address

hr@charterforcompassion.org.pk CC to sumaya.hafeez@charterforcompassion.org.pk and a.advani@charterforcompassion.org.pk