



## Job Description

<b>POSITION TITLE:</b> Monitoring & Evaluation Officer <b>HQ DEPARTMENT or COUNTRY PROGRAM:</b> Pakistan <b>RESPONSIBLE TO:</b> Monitoring & Evaluation Manager <b>STATUS (Full time, Part time, Temporary):</b> <b>SUPERVISORY CAPACITY:</b>	<b>DATE:</b> February 2011 <b>GRADE:</b> <b>EEO Code:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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**DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION** (Briefly describe your department's/ country program's core functions or mission)

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to refugees in Balochistan and in district Swat in KPK, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south of Pakistan to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

**PRIMARY PURPOSE OF THE POSITION** (A brief description of the overall purpose of the job; the rationale for why the job exists and how it contributes to ARC's mission and strategic plan.)

As team member of M&E Unit, the incumbent will assist the M & E Unit in the monitoring and evaluation of program areas.

**MAJOR AREAS OF ACCOUNTABILITY** (List the primary duties and responsibilities of the position as simply, yet completely as possible. Include the average percentage of time spent on the duty/responsibility. Generally there are no more than ten (10) major responsibilities.)

PRIMARY DUTIES/RESPONSIBILITIES	% OF TIME
<p><b>Program Implementation</b></p> <ul style="list-style-type: none"> <li>• Assist the M &amp; E Manager to coordinate the M&amp;E activities with the rest of the project staff members</li> <li>• Analyze data collected from field units producing and updating various statistical briefs.</li> <li>• Assist the Program Managers to design monitoring formats/tools.</li> <li>• Carrying out research for the improvement of the program.</li> <li>• Carry out frequent field visits to ensure and for verification of activities implementation in accordance to the commitments and compliances.</li> <li>• Work with the field Program Managers in identification of the study areas and carrying out case studies, impact assessment etc at program level.</li> <li>• Will take lead and will provide assistance to Program teams in preparation of quarterly and annual work plans.</li> </ul>	40%
<p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Assist the M &amp; E and Programs teams in putting together the Monitoring and evaluation guidelines and ensure its implementations.</li> <li>• Guide the process for identifying and designing the key indicators for each component, to record and report physical progress against the AWP. Also the process for designing the format of such progress reports.</li> <li>• Assist the Programs team in guiding the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets. Design the format for such performance reports.</li> <li>• Based on the annual work plan and in particular the program budgets, design the framework for the physical and process monitoring of project activities.</li> <li>• Review monitoring reports; analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation.</li> </ul>	30%
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Preparing monthly, quarterly, six monthly and annual M &amp; E reports about various project activities for submission to the programs and donors.</li> </ul>	30%

**EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED** (List the important technical and professional skills and knowledge required to do the job well. Include years of experience required.)

- Professional degree in the relevant field required (development studies, international relations etc), masters degree preferred.
- Minimum of 3 to 5 years international experience in a developing country, for an international NGO, preferably in programs in complex emergency or post-conflict settings.
- At least 2 years experience in M&E activities, preferably in the area of project development, including design of systems and tools, data analysis and report writing.
- Demonstrated familiarity with international relief and post conflict development programs including; IDP/Refugee issues, gender based violence, micro enterprise development, primary health care etc.
- Demonstrated experience in the using log-frames, setting M and E systems and project cycle management
- Strong data analysis skills (qualitative and quantitative).
- Proven experience in compilation of grant proposals and reports.
- Excellent writing and analytical skills.
- Excellent MS Office skills including Word, Excel and Access database.
- Excellent spoken and written English.

**KEY BEHAVIORS & ABILITIES** (List the key behaviors and abilities that relate to success on the job that are critical to achieving the position's mission and goals.)

- Must be able to work independently while being a strong team player.
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.