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# Government of Trinidad and Tobago

## **JOB DESCRIPTION** **CONTRACTUAL POSITION**

**JOB TITLE: Monitoring and Evaluation Officer**

### **JOB SUMMARY:**

The incumbent is required to establish and implement or assist in the establishment and implementation of Monitoring and Evaluation (M&E) Systems for programmes/projects in a Ministry/Department/Agency. Duties include formulating programme/project outcomes, performance indicators and data capture systems; assisting in new programme/project development; conducting cost benefits and cost effectiveness analyses; maintaining M&E databases and reporting on M&E activities. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

### **REPORTS TO:**

**Director, Monitoring and Evaluation/Monitoring and Evaluation Coordinator or other designated officer**

### **SUPERVISION GIVEN TO:**

**Support Staff of the Division/Unit**

### **DUTIES AND RESPONSIBILITIES:**

- Performs as an integral member of project teams to provide guidance, direction and advice to ensure sound, client-responsive and innovative performance monitoring/management plans.
- Drafts monitoring and evaluation sections of proposals as required, adapts and/or develops innovative tools for measurement of progress and achievements of the Ministry/Department/Agency.
- Designs and implements systems for the continuous monitoring and evaluation of the projects and programmes of the Ministry/Department/Agency.
- Identifies and designs performance questions, key indicators and targets for each project component and for each level of the objective hierarchy.
- Collects data on inputs, activities and immediate outputs and reports on their contribution to eventual outcomes.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Conducts field visits to obtain data in order to inform the design of performance monitoring/management plans where necessary.

- Establishes and maintains monitoring and evaluation information systems or databases and ensures that resources are current, available for employees and widely disseminated.
- Assists relevant staff of the Ministry/Department/Agency in the development of new projects/programmes, ensuring that all proposals include specific goals, objectives, outputs, indicators, targets and provision for adequate funding.
- Participates in assessments of new projects/programmes, as needed.
- Keeps abreast of monitoring and evaluation practices to ensure adherence to international monitoring and evaluation standards.
- Links or assists in the linking of evaluation findings to policy formulation, planning and budgetary processes of the Ministry/Department/Agency.
- Prepares and analyses monitoring and evaluation reports for management to assist in its decision-making processes.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.
- Performs other related work as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **KNOWLEDGE:**

- Knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Knowledge of management principles and practices.
- Knowledge of accountability theories and practices, including methods of implementation.
- Knowledge of logical frameworks and participatory results based planning, monitoring and evaluation.
- Some knowledge of government policies, procedures, rules and regulations.
- Some knowledge of the principles and methods involved in project management.

##### **SKILLS AND ABILITIES:**

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.

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|  | <ul style="list-style-type: none"><li>▪ Ability to establish and maintain effective working relationships and interact with different stakeholders.</li><li>▪ Ability to use tact and diplomacy in the performance of duties.</li><li>▪ Ability to observe and maintain confidentiality in the performance of duties.</li></ul> |
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<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
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| <ul style="list-style-type: none"><li>▪ Minimum of two (2) years' experience in performing duties related to monitoring and evaluation.</li><li>▪ Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University.</li></ul> |  |
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