

## MOJAZ Foundation

**Job Title:** Monitoring & Evaluation Officer  
**Reporting To:** Manager Programmes and Head of Programmes  
**Job Status:** Fixed term contract for 3 months  
**Job Location:** Project Office, Shaheed Benazirabad

### **Job Purpose / Summary:**

M&E Officer will manage implementation and daily/weekly reporting. He/She will be responsible to ensure compliance of all SOPs of MOJAZ as well as Concern RF.

### **Duties and Responsibilities:**

M&E Officer will be responsible for ensuring monitoring of project activities and reporting.

- Develop/Update project M&E plan and collect data through partner periodically.
- Conduct systematic monitoring of project activities to capture quantitative and qualitative data against indicators
- Conduct post distribution monitoring for feedback and results showcasing
- Support project staff by providing timely feedback based on monitoring visits to streamline project activities.
- Undertake regular visits to the field to meet with project beneficiaries
- Establish and maintain a comprehensive and an updated data base for the project
- Maintain filing system (soft & hard) for project
- Compile and monitor beneficiaries' feedback reports
- Supervise complaint redressal mechanism for the project period
- Train partner staff on M&E systems of Mojaz and Concern RF

### **Performance Standard**

- Conduct field visits
- Prepare field reports
- Highlight the improvement areas
- Assist the management in establishing monitoring and evaluation framework and systems
- Collect relevant data

### **PERSON SPECIFICATION**

#### **Essential:**

Masters in social sciences

At least 07-08 years' work experience

Must be computer literate with a comprehensive knowledge of MS, Excel & accounts packages

Good communication & team building skills

