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

Desirable:

Qualified profession accountants will be preferred Knowledge of development issues & concepts Experience of working in an insecure environment

Special Skills, Aptitude or Personality Requirements:

Active team player. Adaptable and flexible. Willing to travel to remote field areas with basic living conditions. Ability to regulate own time and perform to deadlines. Command of MS Office. Experience on accounting programmes will be a plus. Capacity building and training skills Good interpersonal and communication skills Basic report writing skill Basic analytical and problem solving skill

Accountability:

Accountable as per above mentioned duties and Responsibilities

Authority:

As per duties and responsibilities

Performance Standards: Mentioned above against each duties and responsibility respectively

MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)	Signature	Date
Name (line Manager)	Signature	Date