



## **MONITORING & EVALUATION OFFICER – JOB DESCRIPTION**

### **SALARY SCALE: (P4)**

#### **Overall Responsibilities**

Reporting to the Business Development Manager, the Monitoring & Evaluation Officer will be responsible for monitoring and evaluation of all PACRA programmes. The job holder will also assist in the development and formulation of monitoring and evaluation framework tools and instruments.

#### **Specific Duties:-**

- Undertake effective monitoring and evaluation of the Agency programmes in order to assess performance and propose intervention measures
- Develop monitoring and evaluation tools and systems in order to facilitate implementation of appropriate interventions
- Develop and review monitoring and evaluation policies in order to set an operational framework
- Undertake development and implementation of quality improvement interventions in order to enhance delivery of business and intellectual property programmes
- Conduct mid-term and annual performance review and evaluation of the Strategic Plan in order to facilitate implementation of appropriate interventions and ascertain the achievement of set goals
- Coordinate the Agency annual workplan review in order to assess progress of programme implementation
- Assist in producing and disseminating M&E reports on the progress of programmes or strategy implementation
- Assist in conducting M&E surveys, assessments, and other baseline information generation processes

#### **Qualifications: -**

- Full Grade 12 Certificate
- Bachelors degree in Economics, Business Administration, M&E or related field
- Experience in designing tools and strategies for data collection, analysis and production of reports
- Proven ICT skills in database software
- Expertise in analyzing data using statistical software
- Strong training & facilitation skills
- Ability to multitask
- Minimum of three (3) years relevant work experience at middle management
- Membership of a relevant professional board is a must

**Key Attributes: -**

- Ability to write analytical and technical reports
- Ability to communicate effectively in English
- Good organizational and planning skills with the ability to multi-task.
- Good analytical skills
- Client service orientation and relationship building capabilities.
- Ability to work under pressure.
- Ability to self-motivate and motivate a team