

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Monitoring & Evaluation Officer	1.2 Department/Project: RSPN-SUCCESS Programme	
1.3 Category/Grade: P1	1.4 Duty Station: Islamabad with frequent travel to the programme areas in rural Sindh	
1.5 Reporting to: Specialist M&E, RSPN		
2.0 Job Responsibilities		
i) Implement the Programme Monitoring Plan (PMP) for the SUCCESS programme.		
ii) Regular compilation of field monitoring information and generation of Programme monitoring information for further reporting to the Specialist M&E.		
iii) Develop monthly Programme monitoring reports, update and follow up on programme monitoring action plans and submit to Specialist M&E RSPN.		
iv) Provide feedback, guidance and recommendations to the Programme Management Unit and Programme implementation staff of implementing partner for necessary corrections and improvements in programme implementation.		
v) Coordinate with SUCCESS partners' M&E team on matters relating to M&E.		
vi) Observe and report on beneficiary selection processes and targeting strategy applied in the field.		
vii) Conduct regular field visits to SUCCESS programme locations where programme activities are being implemented on the ground.		
viii) Provide technical support to the M&E teams in the field in beneficiary assessment		
ix) Document and report lessons learnt emerging from Programme Monitoring activities.		
x) Verify Programme progress reported by the Programme Manager.		
xi) Lead in the preparation of a high quality Annual KPI report of the SUCCESS Programme		
xii) Document cases studies, lessons drawn from field monitoring visits to external audience through blogs, newsletter and news articles etc.		
xiii) Provide assistance to the implementing partners in undertaking annual institutional maturity index surveys.		
xiv) Assist Specialist M&E in designing and managing the third-party thematic and sectoral studies focusing on key cross-cutting areas and interventions that are part of the overall SUCCESS programme.		
xv) Closely interact with the Programme Manager SUCCESS on routine operational and programme implementation matters.		
xvi) Perform any other relevant official assignments given by the supervisor.		
3.0 Required Qualifications, Skill and Experience		
3.1 Education: Master's degree in Economics, Social Sciences, Development or relevant field from a recognised university.		
3.2 Skills: Solid understanding of development issues and strategies; excellent writing and speaking skills in English. Understanding and speaking of Sindhi will be considered as added value.		
3.3 Experience: Preferably minimum 2 years of relevant experience in the field of monitoring & evaluation of development projects and programme.		

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