

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Monitoring & Evaluation Officer	1.2 Department/Project: Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme	
1.3 Category/Grade: Professional-2	1.4 Duty Station: Islamabad with frequent travelling to the programme districts in Sindh	
1.5 Reporting to: Specialist Monitoring & Evaluation, RSPN		
2.0 Job Responsibilities		
<ul style="list-style-type: none"> • Implement the Programme Monitoring Plan (PMP) for the SUCCESS programme 		
<ul style="list-style-type: none"> • Develop monthly Programme monitoring reports, update and follow up on programme monitoring action plans and risk register and submit to Specialist M&E RSPN 		
<ul style="list-style-type: none"> • Coordinate with SUCCESS partners' M&E team on matters relating to M&E and MIS. 		
<ul style="list-style-type: none"> • Observe and report on beneficiary selection processes and targeting strategy applied in the field. 		
<ul style="list-style-type: none"> • Conduct regular field visits to SUCCESS programme locations where programme activities are being implemented on the ground and prepare field monitoring reports to provide feedback on the implementation processes. 		
<ul style="list-style-type: none"> • Support the RSPs M&D team in developing beneficiary assessment tools. 		
<ul style="list-style-type: none"> • Develop an annual plan to conduct assessment of programme interventions of SUCCESS 		
<ul style="list-style-type: none"> • Document and report on lessons learnt emerging from Programme Monitoring activities. 		
<ul style="list-style-type: none"> • Verify the Programme's progress reported by the partner RSPs and RSPN. 		
<ul style="list-style-type: none"> • Lead in the preparation of a high quality Annual KPI report of the SUCCESS programme 		
<ul style="list-style-type: none"> • Document cases studies, lessons drawn from field monitoring visits to external audience through blogs, newsletter and news articles etc. 		
<ul style="list-style-type: none"> • Closely interact with the Programme Manager SUCCESS on routine operational and programme implementation matters 		
<ul style="list-style-type: none"> • Perform any other relevant official assignment given by the Supervisor and Programme Manager SUCCESS 		
3.0 Required Qualifications, Skill and Experience		
3.1 Education: Master's or equivalent degree in Economics, Social Sciences, Development Studies or relevant field from a recognised university.		
3.2 Skills:		
<ul style="list-style-type: none"> - Solid understanding of development issues - Excellent English writing and speaking skills - Excellent Data analysis skills - Understanding and speaking of Sindhi will be considered as added value 		
3.3 Experience:		
<ul style="list-style-type: none"> - Minimum 2 years relevant experience in the field of Monitoring of Evaluation of development projects - Demonstrated experience of working with rural communities especially poor and women 		

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