

**RURAL SUPPORT PROGRAMMES NETWORK (RSPN)**

<b>JOB DESCRIPTION</b>		<b>HR#002</b>
<b>1.0 Position Summary</b>		
1.1 Position: Monitoring & Evaluation Officer (Female)	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	1.6 Contract Duration: Initially for one year with renewal of contract on annual basis based on performance till September 2022 (the expected completion of the project)	
<b>2.0 Job Responsibilities</b>		
<ul style="list-style-type: none"> <li>i) Implement the Programme Monitoring Plan (PMP) for the SUCCESS programme;</li> <li>ii) Develop monthly Programme monitoring reports, update and follow up on programme monitoring action plans and risk register and submit to Specialist M&amp;E RSPN;</li> <li>iii) Coordinate with SUCCESS partners' M&amp;E team on matters relating to M&amp;E, results reporting and MIS;</li> <li>iv) Support the RSPs' M&amp;E team in developing beneficiary assessment tools and assist them in observing and reporting on beneficiary selection processes and targeting strategy applied in the field;</li> <li>v) Conduct regular field visits to SUCCESS programme locations where programme activities are being implemented on the ground by implementing RSPs and prepare field monitoring reports to provide feedback on the programme implementation processes;</li> <li>vi) Develop an annual plan to conduct assessment of results from the implementation of SUCCESS programme interventions in target districts;</li> <li>vii) Document and report on lessons learnt emerging from programme monitoring activities;</li> <li>viii) Verify the periodic Programme's progress reported by the RSPN;</li> <li>ix) Lead in the preparation of a high quality Annual KPI report of the SUCCESS programme;</li> <li>x) Provide technical support to RSPN and RSPs team in documenting cases studies and success stories, also document the lessons drawn from field monitoring visits to external audience through blogs, newsletter and news articles etc.;</li> <li>xi) Closely interact with the Programme Manager SUCCESS on routine operational and programme implementation matters;</li> <li>xii) Perform any other official assignment given by the Supervisor.</li> </ul>		
<b>3.0 Required Qualifications, Experience and Skills</b>		
3.1 Education: Master's or equivalent degree in Economics, Social Sciences, Development Studies or relevant field from a recognised university		
3.2 Experience: <ul style="list-style-type: none"> <li>- Minimum 2 years of relevant experience in the field of Monitoring and Evaluation of development projects</li> <li>- Demonstrated experience of working with rural communities especially poor and women</li> </ul>		
3.3 Skills: <ul style="list-style-type: none"> <li>- Solid understanding of development issues</li> <li>- Excellent Data analysis skills</li> <li>- Excellent written and verbal communication skills in English and Urdu. Familiar with Sindhi language.</li> <li>- Solid working knowledge of Microsoft Office</li> </ul>		