



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Monitoring and Evaluation Officer

JOB SUMMARY:

The incumbent is required to establish and implement or assist in the establishment and implementation of Monitoring and Evaluation (M&E) Systems for programmes/projects in a Ministry/Department/Agency. Duties include formulating programme/project outcomes, performance indicators and data capture systems; assisting in new programme/project development; conducting cost benefits and cost effectiveness analyses; maintaining M&E databases and reporting on M&E activities. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Director, Monitoring and Evaluation/Monitoring and Evaluation Coordinator or other designated officer

SUPERVISION GIVEN TO:

Support Staff of the Division/Unit

DUTIES AND RESPONSIBILITIES:

- Performs as an integral member of project teams to provide guidance, direction and advice to ensure sound, client-responsive and innovative performance monitoring/management plans.
- Drafts monitoring and evaluation sections of proposals as required, adapts and/or develops innovative tools for measurement of progress and achievements of the Ministry/Department/Agency.
- Designs and implements systems for the continuous monitoring and evaluation of the projects and programmes of the Ministry/Department/Agency.
- Identifies and designs performance questions, key indicators and targets for each project component and for each level of the objective hierarchy.
- Collects data on inputs, activities and immediate outputs and reports on their contribution to eventual outcomes.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Conducts field visits to obtain data in order to inform the design of performance monitoring/management plans where necessary.
- Establishes and maintains monitoring and evaluation information systems or databases and ensures that resources are current, available for employees and widely disseminated.
- Assists relevant staff of the Ministry/Department/Agency in the development of new projects/programmes, ensuring that all proposals include specific goals, objectives, outputs, indicators, targets and provision for adequate funding.

- Participates in assessments of new projects/programmes, as needed.
- Keeps abreast of monitoring and evaluation practices to ensure adherence to international monitoring and evaluation standards.
- Links or assists in the linking of evaluation findings to policy formulation, planning and budgetary processes of the Ministry/Department/Agency.
- Prepares and analyses monitoring and evaluation reports for management to assist in its decision-making processes.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Knowledge of management principles and practices.
- Knowledge of accountability theories and practices, including methods of implementation.
- Knowledge of logical frameworks and participatory results based planning, monitoring and evaluation.
- Some knowledge of government policies, procedures, rules and regulations.
- Some knowledge of the principles and methods involved in project management.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience in performing duties related to monitoring and evaluation.
- Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Monitoring and Evaluation Coordinator

JOB SUMMARY:

The incumbent is required to direct or assist in directing, coordinate/oversee and guide the overall Monitoring and Evaluation (M&E) system for the Ministry/Department/Agency in alignment with the national Monitoring and Evaluation system. He/she is required to manage, independently or under the guidance of a Director (dependent on Ministry/Department/Agency to which assigned), a group of professionals responsible for the M&E portfolio. Duties include: ensuring that data is of high quality; collected in a timely manner; is appropriately analysed; and is consistently measured and used within the context of the Strategic and Business Plans of the Ministry/Department/Agency. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Permanent Secretary/Head of Department/Agency, Director, Monitoring and Evaluation or other designated officer.

SUPERVISION GIVEN TO:

Monitoring and Evaluation Officers and other support staff of the Division/Unit.

DUTIES AND RESPONSIBILITIES:

- Directs or assists in directing and coordinates the activities of professional and support staff performing M&E duties.
- Leads the development and implementation of M&E systems for the Ministry/Department/Agency, including designing frameworks and procedures for monitoring and evaluation; provides training in M&E techniques to staff of the Division/Unit in accordance with the national performance framework.
- Manages and coordinates/assists in the management and coordination of the day to day operations of the Monitoring and Evaluation (M&E) Division/Unit of the Ministry/Department/Agency.
- Monitors the performance of M&E staff to ensure that all data such as performance indicators, targets and baselines are fed into the M&E system of the Ministry/Department/Agency and prepares reports on M&E findings that are compatible with the requirements of the national performance framework.
- Coordinates/assists in the coordination of the revision of programmes and projects with key stakeholders to ensure an updated and shared understanding of the strategy and information needs of the Ministry/Department/Agency.
- Monitors and evaluates programmes and projects within the Ministry/Department/Agency and special operating agencies under the purview of the Ministry/Department/Agency.

- Identifies and designs performance questions, key indicators and targets for each project/programme component.
- Prepares analytical reports on progress of projects/programmes undertaken including indications of planned actions and financial statements to the relevant bodies.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Reviews and analyses evaluation reports to enable informed decision making.
- Monitors the development and execution of policies, projects and programmes to ensure alignment with the vision and strategies of the Ministry/Department/Agency.
- Reviews the performance of Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) projects of the Ministry/Department/Agency.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Trains/assists in training technical staff on M&E best practices and ensures compliance with established policies and procedures.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Considerable knowledge of management principles and practices.
- Considerable knowledge and understanding of governance theories and practices, including methods of implementation..
- Considerable knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the principles and methods involved in strategic planning, project management and public management systems.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project Monitoring and Evaluation.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

Minimum of six (6) years' experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of three (3) years' experience in supervising a team with responsibility for monitoring and evaluation, planning and public management.

Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.

