

ACTIONAID PAKISTAN VACANCY ANNOUNCEMENT

ActionAid Pakistan (AAPk) is currently seeking qualified and experienced applicants to fill the following position of Monitoring & Evaluation Officer based in its Country Office – Islamabad. Details of the position are:

Monitoring & Evaluation Officer

This challenging position requires a competent candidate who could carry out monitoring and evaluation of all the projects and track progress towards achieving the project objectives. The main responsibilities of the position include: the development of monitoring and evaluation systems, processes and tools; documenting experiences and challenges, sharing lessons learnt and proposing mitigating or improvement interventions. The position requires frequent travel to the field locations where projects are being implemented.

Key Responsibilities Include:

- Contributing in the development of, and keeping updated an effective M&E system for all the projects supported by the Partners and Partners' own performance.
- Ensure that Monitoring and Evaluation systems and follow up mechanisms are developed and implemented in collaboration with implementing partners and target communities.
- Ensure that appropriate baseline information is available for project implementation and impact indicators are identified to measure achievements and outcomes.
- Ensure that project targets and beneficiaries are properly identified as per organizational policy and project commitment to reach the most affected poor people, women and children.
- Ensuring that M&E data are readily available, as appropriate, to the Partners and other stakeholders along with providing technical assistance.
- Routinely monitoring all the Projects' progress, activities, results and outcome along with adjustments reflecting changing circumstances.
- Suggest improvement and modifications of implementation guidelines and monitoring and evaluation procedures and instrumentation;
- Identify potential risks in projects implementation and suggest ways to reduce risks to acceptable levels.
- Provide support to partner organizations at the project location for smooth operation of the project and ensure compliance with all donor requirements as stated in the project document.
- Ensure transparency, accountability and strict compliance of procedure relating to services and procurement as per the contractual obligations.
- Ensure that all procurement is done by the partner as per the agreed terms and conditions and ensure that all record (bidding documents, comparative statement, supply order, stock registers etc are maintained at all level).
- Build the capacity of the staff involved in monitoring, evaluation, and data collection. This includes initiating, organizing, participating in, and/or conducting training sessions and evaluation workshops.

Qualification, Experience and Skills:

- Master's Degree in Social Sciences, development management, statistics or related fields from a recognized university.
- Minimum 3-4 years of relevant research, monitoring and evaluation experience in non profit sector.

- Extensive knowledge of work of NGOs and understanding of their working/operational environment
- Sound understanding of project cycle management and role of M&E.
- Ability to work under pressure and against tight deadlines.
- Working in Teams
- Strong Interpersonal & Communication Skills
- Analytical Skills & report writing
- Understanding of Rights Based Approach

Applications should be sent along with CV, cover letter, a recent photograph and at least two names of your referees no later than **December 07, 2009** to **HR/OD Unit, ActionAid, House # 8, Street # 31, F-7/1 Islamabad** or Email them at **mail.pakistan@actionaid.org**

Please do not attach testimonials.

Mark the envelope/email subject line with the position applied for.

Only short listed candidates will be contacted.

ActionAid Pakistan encourages minorities & strong women applicants.