



Job Advertisement

Job Title: Monitoring and Evaluation (M&E) Officer

Location: Port-au-Prince, Haiti

Supervisor: Deputy Country Director

Works Closely With: Program Development Officer and Program Managers

Department: Programs

About Samaritan's Purse:

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ. Samaritan's Purse (SP) started work in Haiti after the earthquake in 2010 with cross-sectoral emergency response programs. SP Haiti has also responded to the cholera outbreak and Hurricane Matthew in the sectors of WASH, shelter, livelihood, agriculture, ministry, maternal child health and nutrition, Gender Protection, and education.

I. Christian Purpose and Expectations

All employees are expected to live and demonstrate a Christian witness through their work and community engagement, reflecting Christ's love and furthering the mission of SP.

II. Job Purpose/Summary

The M&E Officer ensures effective monitoring, evaluation, accountability, and learning systems across SP Haiti programs. Responsibilities include tracking and analyzing program data, ensuring quality reporting, supporting capacity building of program teams, documenting lessons, and fostering knowledge sharing.

III. Key Responsibilities

- Develop and maintain participatory M&E systems, including surveys, baseline, mid-term, and impact evaluations.
- Track program progress and support timely reporting to senior leadership.
- Support program staff in capacity building and effective use of M&E tools.
- Ensure data quality, donor compliance, and proper documentation of field monitoring.
- Conduct data analysis for reporting and presentations.
- Assist in training staff on M&E tools, assessments, and evaluations.
- Proactively update knowledge on M&E practices and methods.
- Attend daily devotions and support spiritual growth of staff.
- Perform other duties as assigned by supervisor.

IV. Qualifications and Skills

- Strong coordination, analytical, and problem-solving skills.

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- Ability to work under pressure, meet deadlines, and adapt to different cultural contexts.
- Cross-cultural awareness and sensitivity to gender issues.
- Proficiency in Microsoft Word, Excel, and M&E software; knowledge of electronic data collection and GIS mapping preferred.
- Demonstrated experience in developing M&E plans, systems, and databases.

V. Knowledge and Experience

- Bachelor's degree in social sciences, economics, management, international development, or related field (Master's preferred).
- Minimum 3 years' experience in M&E within humanitarian or development contexts.
- Strong understanding of Theory of Change, logical frameworks, data quality assurance, and gender integration in M&E.
- Experience operationalizing comprehensive M&E, accountability, and learning plans.

VI. Reasoning Ability

Ability to identify and solve practical problems, interpret instructions, and take initiative.
Competence in data collection, analysis, and reporting.

VII. Working Environment

Moderate noise, occasional loud environments, potential travel in-country, exposure to communicable diseases, hot and humid conditions, and fluid security context. Reasonable accommodations may be made.

Disclaimer: This job description is a guide and may be revised periodically based on organizational needs and strategic developments.

Date of Issue: 26th September 2025

Application: Send a cover letter, CV, diploma, certificates and copy NIF ou NUI to SPHaitiRecruitment@samaritan.org by October 15th, 2025. Only shortlisted candidates will be contacted; interviews are ongoing until the position is filled

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