

## **JOB OPENNING INTERNAL/EXTERNAL**

### **J /P Haitian Relief Organization is looking for a: Monitoring & Evaluation Officer -**

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**Position Title** : Monitoring & Evaluation Officer

**Supervisor** : Program Director

**Location of Position** : Port au Prince

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#### **Description**

J/P Haitian Relief Organization (J/P HRO) is recruiting for a Monitoring & Evaluation Office who will report to and work under the administrative supervision of the Program Director, based in Port Au Prince. H/ She will be responsible for the design, coordination, and implementation of the monitoring and evaluation, research, and learning framework of J/PHRO's program. He/ She will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by each project. H/ She will also provide technical assistance as necessary in relation to reporting issues.

#### **Core functions and Responsibilities:**

➤ **Setting up systems.**

1. Develop the overall framework for project M&E, for example, mid-term project review, impact assessment, final evaluation, develop project performance Monitoring Plans with relevant data collection systems.
2. Work with the Management teams to identify, prioritize and implement areas of research within J/PHRO's program portfolio.
3. Develop baseline data for the project component and indicators, as well as necessary data collection and other M&E tools, and build staff capacity in their use.
4. Review the quality of data collected, the methods of collection, and the degree to which it will provide good baseline statistics for impact evaluation; and coordinate the updating of indicators in the database to enable the fulfillment of reporting obligations to donors
5. Review existing approaches and management information systems and propose/make required changes, support, and resources.
6. Assist in the revision of project log frame matrices, particularly in the areas of performance indicators and their measurement
7. Provide technical support for field research/surveys
8. Perform other duties as required, including liaison work regarding M&E with field implementers or partners and follow up important documents related to M&E.

➤ **Implementation of M&E and coordination**

- Maintain and administer J/PHRO's M&E database, analyze and aggregate findings (Manage Salesforce, Tarworks, Relias, and provide technical assistance to staff in their use).
- Ensure collection of data on a regular basis to measure achievement against performance indicators; monitoring and quality assurance spot checks/ visits on project sites for data clarifications; evaluation of overall progress, feedback to project managers; timely drafting and submission of reports; and training for project staff, namely those responsible for direct data collection.
- Identify areas where technical support to project staff and partners is required. Develop and organize training, refresher training on M&E as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of projects as well as best practices. Provide advice to project managers on improving project performance using M&E findings
- Participate in efforts to secure resources and identify potential partnerships to support learning and innovation.

➤ **Communication**

- Produce reports on M&E findings and prepare presentations based on M&E data as required
- Provide managers with M&E information as required
- Create/organize discussion about monitoring data in an appropriate forum within J/PHRO in a timely fashion in terms of implication for future actions.

**Qualifications:**

- University Degree in the field of statistics, planning, economics, or related field is required and computerized information system control or relevant field expertise as preferred;
- At least 3years of relevant experience are required;
- Database analysis capacity and excellent knowledge of pivot table design and graph interpretation;

**Required Skills:**

- Technical expertise in various statistics software namely SPSS, Econometric Views (Eviews), Salesforce (preferable)
- Excellent capacity to work with Microsoft Office (Access, Excel, Word, Visio)
- Good skills in French, and creole are required, some professional English skills (desirable);
- Proven skills in programming systems and the workflow;
- Critical thinking and capacity to proactively identify any issues which may affect the data collection and management

- Excellent communication skills and capacity to work under pressure in a multicultural environment and in a reliable manner;
- Proactive work ethic, the ability to work independently and as an effective team member.

### **How to apply**

If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: [hrstaffing@jpbro.org](mailto:hrstaffing@jpbro.org) no later than February 18<sup>th</sup>, 2022 at 4:00 pm

- Your resume
- A covering letter explaining your suitability against the essential criteria in the job profile
- Copy of diplomas

**Only selected candidates will be contacted for interviews.**