

## **JOB OPENNING INTERNAL/EXTERNAL**

### **J /P Haitian Relief Organization is looking for a: Three (3) Monitoring & Evaluation Officers**

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<b>Position Title</b>	: Three (3) Monitoring & Evaluation Officers
<b>Supervisor</b>	: Monitoring , Evaluation Accountability, and Learning (MEAL) Manage
<b>Issue Date</b>	: January 2023

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#### **Description**

J/P Haitian Relief Organization (J/P HRO) is recruiting Three (3) Monitoring & Evaluation Officers who will report to and work under the administrative supervision of the MEAL Manager, and work closely with the Projects Directors. He/ 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. He/ She will also provide technical assistance as necessary in relation to reporting issues.

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

##### **➤ Setting up systems.**

- a) Assist in the development of 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.
- b) Work with MEAL Manager to identify, prioritize and implement areas of research with J/PHRO's program portfolio.
- c) Assist in baseline data for each project component and for all project indicators, as well as necessary data collection and other M&E tools and build staff capacity in their use.
- d) 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
- e) Review existing approaches and management information systems and propose/make required changes, support and resources.
- f) Assist in the revision of project log frame matrices, particularly in the areas of performance indicators and their measurement
- g) Provide technical support for field research/surveys
- h) Perform other duties as required, including liaison work regarding M&E with field implementers or partners and follow up important document related to M&E.

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

- a) 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).
- b) Supervise and coordinate with the data entry/ M&E assistant regarding reports and M&E activities: ensuring 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 trainings for project staff, namely those responsible for direct data collection.
- c) Identify areas where technical support to project staff and partners is required. Develop and organize trainings, refresher training on M&E as required.
- d) 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
- e) Participate in efforts to secure resources and identify potential partnerships to support learning and innovation.

➤ **Communication**

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

**Qualifications:**

- ✓ University Degree required and computerized information system control or relevant field expertise as preferred
- ✓ 5+ years of relevant experience

**Required Skills:**

- ✓ Technical expertise in various programming languages, including SQL (must), R, Python, Java, Apex (preferable)
- ✓ Technical skills to perform in Salesforce, Iform builder, Taroworks, Open data kit (ODK)
- ✓ Excellent capacity to work with Microsoft Office (Access, Excel, Word, Visio)
- ✓ Good skills in English, French, and creole are required
- ✓ Good organizational skills in critical problem solving
- ✓ Proven skills in designing programming systems and the workflow
- ✓ Critical thinking and capacity to proactively identify any issues which may affect the data collection and managements
- ✓ Excellent communication skills and capacity to work under pressure and in a multicultural environment
- ✓ Proactive work ethics, the ability to work independently and as an effective team member.

### **Behaviors**

The holder of this position should be able to:

- ✓ Uphold best practice and standards regarding sex, age and disability disaggregated data collection and analysis.
- ✓ Train colleagues and partners on age, gender, and diversity mainstreaming across monitoring, evaluation, accountability and learning
- ✓ Mainstream protection across monitoring, evaluation, accountability and learning systems, tools, and activities
- ✓ Collaborate in after action review process
- ✓ Regularly analyze monitoring data with program staff to inform adaptations in implementation for inclusion, access, and safety of beneficiary communities

### **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 17th, 2023, at 4:00 pm. All qualified and selected candidates must be on board in March 2023.

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

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