**Monitoring & Evaluation (Focal Point)**

**Job Description:** Under the overall guidance of the Project Coordinator and direct supervision of the Project, the M&E Officer will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.   
The M&E will be responsible for designing and implementing the M&E activities of the Project; assisting the Project Manager/Coordinator in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.   
The Monitoring and Evaluation focal point works in close collaboration with work closely with project team and CO programme and operations clusters, Government officials, private sector, non-government and civil society organizations.

**Job Responsibilities:**

|  |  |
| --- | --- |
| The Monitoring and Evaluation will have the following duties and responsibilities:  • Develop and strengthen monitoring, inspection and evaluation procedures  • Monitor all project activities, expenditures and progress towards achieving the project output; • Recommend further improvement of the logical frame work; • Develop monitoring and impact indicator for the project success;  • Monitor and evaluate overall progress on achievement of results; • Monitor the sustainability of the project's results; • Provide feedback to the Project Manager on project strategies and activities; • Suggest strategies to the Project Management for improving the efficiency and effectiveness of the  project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;  • Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Director/Project Manager;  • Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project; • Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team and YAO; • Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports; • Support monitoring and evaluation of the effects and impact of the project; • Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS; • Assist the project personnel with M&E tools and in supporting them in their use.  • Perform other duties as required; • Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations; • Assist Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities; • Prepare Issues Log and Risk Log for the project;  • Prepare and maintain data base | |
| **How To Apply**  Send your CV in English to the below email    [Khanaqeen.yao@gmail.com](mailto:Khanaqeen.yao@gmail.com)  **Important: to be considered you must be from khanaqeen and your age between 18 to 30 years old** | |
|  | |
|  |  |