

MONITORING AND EVALUATION UNIT

DIRECTOR, MONITORING AND EVALUATION:

The Director, Monitoring and Evaluation, reports to the Permanent Secretary and is required to establish and manage the operations of the Monitoring and Evaluation unit, coordinate project management, and ensure the implementation of the Ministry's Monitoring and Evaluation programme.

MAIN DUTIES AND RESPONSIBILITIES:

- Develops, implements and maintains a Results Based Performance Management System including M&E policies, guidelines, performance indicators, methods, formats and analytical processes for the Ministry.
- Develops and maintains a monitoring and evaluation system for the Ministry.
- Advises on the development and maintenance of a monitoring and evaluation system for any statutory authority and special operating agencies under the purview of the Ministry.
- Monitors and evaluates the Ministry's programmes and projects for any statutory authority and special operating agencies under the purview of the Ministry.
- Conducts cost benefit and cost effectiveness analyses of programmes and projects for any statutory authority and special operating agencies under the purview of the Ministry's programmes and projects, and advises on the best choice of programmes/projects for continuation or discontinuation.
- Guides the establishment of administrative, accounting and project-component M&E systems.
- Coordinates revision of the programmes and projects with key stakeholders to ensure an updated and shared understanding of the strategy and information needs.
- Prepares, vet and comments on Notes for Cabinet and prepares reports on the activities of the Monitoring and Evaluation Unit.
- Represents the Ministry on various committees, conferences, and workshops, including regional events.

- Submits required analytical reports on progress – including indications of planned actions and financial statements – on time, and to the relevant bodies.
- Determines best practices for the Ministry’s sectors in terms of quality systems, and advises thereon.
- Examines the planning process of the ministry and any statutory authority and special operating agencies under the purview of the ministry, and the quality systems of the Ministry, and advises thereon.

QUALIFICATIONS AND EXPERIENCE:

- Possess a post graduate (Masters or higher) degree in one of the Social Sciences from a recognized institution with an emphasis on social sector evaluation.
- Must possess considerable (4 to 8 years) experience in Monitoring and Evaluation system design, and the conduct of impact and outcome assessment of social interventions.
- Considerable experience in the preparation of surveys, evaluation/assessment reports, terms of reference for project activities.
- A working knowledge of Microsoft Office Suite including Excel, Access and Project.
- A working knowledge of the use of Project Management tools such as the logical framework.
- Extensive knowledge of M&E methodologies and principles including quantitative, qualitative and participatory approaches.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to manage and coordinate the activities of a group of professional and technical officers engaged in M&E.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.