



## JOB PROFILE

### POSITION INFORMATION

<b>Position Title</b>	<b>Specialist: Monitoring, Evaluation and Reporting</b>
<b>Division</b>	Development Management and Research
<b>Description</b>	The position is responsible for the implementation and administering of monitoring and evaluation systems and tools for all programmes and projects of the NDA.
<b>Peromnes Grade</b>	
<b>Reports To</b>	Senior Manager: Monitoring and Evaluation
<b>Number of Direct Reports</b>	3

### POSITION INFORMATION

<b>Minimum Qualification</b>	Bachelors degree in Social Sciences/ Development studies
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>At least three (3) years experience in monitoring and evaluation or research environment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Monitoring and evaluation methodologies</li> <li>Data analysis and evaluation concepts</li> <li>Knowledge of qualitative and quantitative research</li> <li>Project management</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Report writing</li> <li>Analytical skills</li> <li>Good understanding of databases and information management systems</li> <li>Excellent communication skills</li> <li>Interpersonal relations</li> <li>Attention to detail</li> <li>Computer Literacy</li> </ul>

### Main Areas of Responsibility

<b>POSITION INFORMATION</b>	
<b><i>Operational Planning / Management</i></b>	<ul style="list-style-type: none"> <li>• Implement processes for evaluations in line with the NDA M &amp; E framework</li> <li>• Conduct monitoring and evaluations on performance information and NDA programmes and projects</li> <li>• Conduct verification of portfolio of evidence against performance targets and programme and projects deliverables</li> <li>• Provide inputs on the M&amp;E tools used for verification of performance information on programmes and projects.</li> <li>• Provide technical inputs on indicators and indicator descriptors for purposes of planning, monitoring and reporting</li> <li>• Commission evaluations of projects and programmes for the advancement of the objectives of the NDA.</li> <li>• Review evaluations reports commissioned by the NDA to ensure that that they meet quality standards.</li> <li>• Produce reports on evaluated projects and programmes of the NDA and disseminate to all stakeholders (internally and externally).</li> <li>• Facilitate M&amp;E capacity building and training of NDA staff on various M&amp;E tools</li> </ul>
<b><i>Risk Management</i></b>	<ul style="list-style-type: none"> <li>• Participate in risk management processes for the Division</li> <li>• Implement improvements in relation to operational controls as reported on by Risk Management and Internal Audit units</li> </ul>

<b>KEY RELATIONSHIP INTERFACES</b>	
<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>
<ul style="list-style-type: none"> <li>• All NDA Business Units</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Planning, Monitoring and Evaluation in the Presidency</li> <li>• Sector Departments</li> <li>• CSOs supported by the NDA</li> </ul>

Signed by: <b>(Job Holder)</b>	Authorised by:
Date:	Date: