

Position Description



Position: Manager-Monitoring & Evaluation

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2022
PD Approved By (Position Title):	Chief Strategy & Program Officer
Position Number	

Primary Purpose of the Position

To provide oversight on programs/project planning, evaluation, knowledge management and monitoring. Also identifies performance indicators, develops quality assurance strategies, trains program/project staff, maintains contact with program/project partners and ensures all aspects comply with KCH and SOEs requirements.

Reporting Relationships

This Position Reports to:

Executive Manager –Strategy & Program

Direct Reports:

NA

Key Working Relationships (Internal & External)

Internal:

- Managing Director
- All Chief Officers
- Executive Manager Strategy & Development
- Other Executive Managers
- Managers

External:

- SOEs Program/Project Managers
- Investors
- Consultants
- Others

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelors Degree in Public Policy & Management or Business
- Tertiary Qualification in Business

Skills, Experience and Behavioural Competencies required for this position:

Skills

- Microsoft Office Skills
- Analytical and problem solving skills
- Monitoring and Evaluation skills
- Organisational skills
- Attention to Detail and accuracy
- Written and report writing skills
- Effective communications skills
- Excellent Time Management
- Interpersonal skills
- Planning and Organising
- Confident and ability to deal with people

Experience

Position Description



- Minimum of 5 years' experience in a Monitoring & Evaluation role in the private sector
- Sound knowledge on monitoring & evaluation methodology plus use of spread sheet
- Proven knowledge and understanding on data collection and transfer of information
- Numeracy skills, attention to detail and accuracy
- Experience in monitoring and evaluation through the use of a computerised tracking system
- Ability to store data in a database for analysis
- Experience in the application of quantitative data management and analysis
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Key Accountabilities

Service Delivery

Deliver timely and responsive administration services including:

- Oversee and manage all functions associated with the monitoring and evaluation function
- Oversee data analysis and reporting framework
- Oversee data management and transfer of information
- Oversee and ensure that outcomes from the M&E process is conveyed to stakeholders including the Managing Director
- Keep a log on research activities undertaken
- Perform quality checks on data including data cleaning and verification
- Coordinate teams participating in M& E exercise
- Undertake and apply learning from training and development programs
- Familiar with data collection and simple analysis from appropriate
- Ensure the delivery of M&E outcomes are delivered in a timely manner
- Perform quality checks on data for errors or inconsistency
- Coordinate field visits with SOEs and stakeholders
- Provide a responsive, accurate client advisory service on M& E matters,
- Resolve difficult enquiries and assist in identifying M&E errors and implementing corrective action
- Provide and promote service excellence

Continuous Improvements

Contribute to the effectiveness of the Team including:

- Contributing to the sharing of knowledge and information within the Team.
- Continually seeking ways to improve the provision of quality M&E information
- Review and update payroll policies and guidelines and ensure all staff are aware of the changes

Incumbent:

Signature:

Date:

Planning

Contribute to the delivery of the KCH goals & objectives including:

- Planning and scheduling own work to meet required timelines and outputs
- Understanding output requirements and clarifying as appropriate
- Manage payroll systems and processes to enable timely and accurate Payroll recording, reporting and analysis information

Team Work

Participate and contribute to an effective and productive team ,including;

- demonstrate on a daily basis personal behaviours that uphold KCH values
- Contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas
- Active participation in Self Performance, Self-Assessment
- develop a good working relationship with all employees
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Position: Chief Strategy & Program Officer

Signature:

Date: