

Sr #	Job Title	Place of Work/ No of Positions	Qualification/ Experience/ Job Requirements
	<b>Assistant Manager Monitoring &amp; Evaluation</b>	<b>Head Office Islamabad</b>	<p><b>Qualifications:</b> Master's degree or equivalent in relevant social sciences and above programme components from HEC recognized Institution.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>■ Minimum of 03 years of relevant work experience</li> <li>■ Experience of working with national and/or international CSOs</li> </ul> <p><b>Main functions:</b></p> <ul style="list-style-type: none"> <li>▪ Develop and strengthen monitoring and evaluation procedures</li> <li>▪ Monitor all programme activities, expenditures and progress towards achieving the project output;</li> <li>▪ Recommend further improvement of the logical frame work;</li> <li>▪ Have background of Statistics and can provide statistical inputs in researches;</li> <li>▪ Develop monitoring and impact indicator for the programme success;</li> <li>▪ Monitor and evaluate overall progress on achievement of results;</li> <li>▪ Monitor the sustainability of the project's results;</li> <li>▪ Provide feedback to the Project Manager on project strategies and activities;</li> <li>▪ 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;</li> <li>▪ Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Manager;</li> <li>▪ Participate in annual programme reviews and planning workshops and assist the Project Manager in preparing relevant reports;</li> <li>▪ Support monitoring and evaluation of the effects and impact of the project;</li> <li>▪ Assist in coordinating across the available components of the programme to ensure effective implementation of M&amp;E/MIS;</li> <li>▪ Assist the project personnel with M&amp;E tools and in supporting them in their use.</li> <li>▪ Perform other duties as required;</li> <li>▪ Preparation of weekly/monthly/quarterly and annual MIS reports;</li> <li>▪ Assist the Project Manager in preparing other relevant reports;</li> <li>▪ Organize and conduct training on M&amp;E/MIS for programme staff</li> <li>▪ Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations;</li> <li>▪ Prepare and update risk register</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Prepare and maintain data base</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>▪ Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships</li> <li>▪ Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines</li> <li>▪ Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support</li> <li>▪ In-depth knowledge on MIS, M&amp;E and development issues</li> <li>▪ Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;</li> <li>▪ Excellent communication skills (written and oral)</li> <li>▪ Self-Management</li> <li>▪ Focuses on result for the client</li> <li>▪ Consistently approaches work with energy and a positive, constructive attitude</li> <li>▪ Demonstrates strong oral and written communication skills</li> <li>▪ Remains calm, in control and good humored even under pressure</li> <li>▪ Demonstrates openness to change and ability to manage complexities</li> <li>▪ Responds positively to critical feedback and differing points of view</li> <li>▪ Solicits feedback from staff about the impact of his/her own behavior</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>▪ Experience in designing tools and strategies for data collection, analysis and production of reports;</li> <li>▪ Proven Statistical analysis skills;</li> <li>▪ Proven ICT skills, especially in the development of MIS software using database software;</li> <li>▪ Expertise in analyzing data using statistical software;</li> <li>▪ Willingness to undertake regular field visits;</li> <li>▪ Strong training &amp; facilitation skills.</li> </ul> <p><b>REPORTING LINE AND WORK BASE</b> Will be directly reporting Manager, Monitoring, Evaluation and Research</p>
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Please send your applications along with updated CV on [jobs@af.org.pk](mailto:jobs@af.org.pk) no later than **17<sup>TH</sup> June 2015**. Kindly mention your name and job title in the subject line.