Plan International Liberia
Job Announcement (1 Position)
Staff-320-05-2019- M&E Officer
The vacancy is opened to Internal and External candidates.

Plan International is a leading girls and children’s rights organization. **Plan strives for a just world that advances children’s rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

**We are currently seeking to recruit for Plan International Liberia Global Fund Program Continuation grant implementation:**

**Title:** M&E Officer (1)
**Location:** Margibi County
**Status:** National Post (Fixed Term)
**Department:** Program
**Reports to:** Malaria Program Coordinator

**Summary of the position:**
This post is needed to ensure quality and compliance with programmatic and financial indicators of implementing entities/counties, through on-going support to field work in research, planning, monitoring and evaluation.

**Roles and Responsibilities:**
**General Responsibilities**
- Developing monitoring and evaluation plan for the project;
- Developing a Monitoring and Evaluation plan for county activities
- Monitoring and Evaluation of financial and programmatic goals outlined in the proposal;

**Development of monitoring and evaluation plan**
- Ensure the effective implementation of instruments and mechanisms for monitoring and evaluation of the Global Fund grant at the Program Unit;
- Ensure work plans, implementation and monitoring plans are agreed with by the Global Fund;
- Support coordination and management teams of county activities quarterly or annual planning the Global Fund;
- Ensure the technical preparation of Local Global Fund Agent (LFA) missions and ensure Plan meets the framework requirements.

**Development of a Monitoring and Evaluation Plan for county activities**
- Advise the county in regard to the good performance of media data, quality control of data and reports;
- Training county programme teams on tools, mechanisms for monitoring/evaluation and use of the monitoring system;
- Coordinate management procedures and monitoring training database;
- Ensure that the monitoring system has updated the progress of results and targets data.

**Monitoring and Evaluation of financial and programmatic goals outlined in the proposal**
- Ensure that the monitoring and evaluations plans for the sub-recipient are aligned with the expected results according to the specifications of the Global Fund;
- Prepare quarterly and annual progress reports as required by the Global Fund;
- Develop an early warning system and attract the attention of those responsible for the activities of working with sub-recipients on implementation delays and risk factors;
- Prepare documents requisition of future phases of grants managed by the run unit;
- Conduct audits of the data provided by the sub-recipients and ensure the quality of the data provided;
- Produce no later than 40 days after the end each quarter progress reports;
- Management and monitoring of indicator data and report monthly and quarterly to Program Unit Manager.
- Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

**Qualifications, Skills and Experience**
- University degree in Social Sciences, Public Health, Health Economics or related field;
- Minimum [3] years of experience in monitoring and evaluation and project management;
- Knowledge of indicators for monitoring and evaluation of disease;
- Participated in studies and health assessments;
- Proven experience working with partners.

**Skills:**
- Initiative and forecasting;
- Ability to work in team environment and ensure proper supervision;
• Capacity planning and organization;
• Capacity for analysis and synthesis;

Leadership Behaviours:
• Ability to resolve conflicts;
• Be available for missions at home and abroad;
• Empathy with gender and sexual diversity;
• Interest and commitment to working with children;
• No discrimination.

Behaviours (Plan International’s values in practice)

We are open and accountable
• Promotes a culture of openness and transparency, including with sponsors and donors.
• Holds self and others accountable to achieve the highest standards of integrity.
• Consistent and fair in the treatment of people.
• Open about mistakes and keen to learn from them.
• Accountable for ensuring we are a safe organisation for all children, girls & young people.

We strive for lasting impact
• Articulates a clear purpose for staff and sets high expectations.
• Creates a climate of continuous improvement, open to challenge and new ideas.
• Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
• Evidence-based and evaluates effectiveness.

We work well together
• Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
• Builds constructive relationships across Plan International to support our shared goals.
• Develops trusting and ‘win-win’ relationships with funders, partners and communities.
• Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering
• Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
• Builds constructive relationships across Plan International to support our shared goals.
• Develops trusting and ‘win-win’ relationships with funders, partners and communities.
• Engages and works well with others outside the organization to build a better world for girls and all children.

Applications:
Last date for submission of Application (CV and cover letter) is: 14th June 2019 by 4:30 pm

Please click the link below and follow the instructions:
https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=35837&company=PlanInt&username=

Only short-listed candidates shall be contacted. References will be taken and background and antiterrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.