



Career Opportunity with BRAC Liberia

With over 100,000 employees reaching an estimated 138 million people, BRAC is the world's largest non-governmental organization. BRAC is a development success story, spreading anti-poverty solutions born in Bangladesh to 10 other developing countries in Asia and Africa, making it a global leader in providing opportunities for the world's poor.

BRAC Liberia launched in 2008 has programmes in microfinance, small enterprise development, food security and livelihood, health, education, empowerment and livelihood for adolescent, psychosocial and survival support. With its wide operations it is impacting the lives of over 560,000 Liberians.

BRAC Liberia is looking for competent, dynamic and self-motivated Liberian to fill the following position:

Position 1: No. of Vacancies: One (1)

Job Title	:	Manager – Monitoring & Evaluation
Salary	:	Negotiable
Duty Station	:	Country Office

Purpose:

The purpose of this position is to work in close collaboration with the Program Managers, Country Representative, HQ to design/development of the MIS, projects Monitoring, Evaluation and Results framework.

Major Responsibilities

- Collect and compile reports and contribute to preparing periodic reports to donors and HQ
- Liaise with the HQ to collect country MIS data on a regular basis
- Carry out the necessary verification of primary data received from program staff using a checklist.
- Conduct Data Quality Assessments (DQAs) and compliance monitoring visits
- Support Program Managers and Country management team in utilizing existing data for decision making
- Manage administrative procedures related to MIS and M&E functions.
- Develop training curriculum, conducting trainings, and disseminating the findings to other staff.
- Provide management support and technical expertise for the project's M&E processes in Liberia; assist with managing the project's M&E plan, including collecting, recording, and analyzing data and maintaining M&E database;

- Enhance learning across the program team by driving the process of periodic evidence reviews and provide expert inputs which feed into reporting
- Build up program and M&E team's capacity to integrate M&E functions in the staff's routine work with a view to influencing strategic decisions based on evidence
- Supervise the M&E officers and undertake measures to manage their performance
- Any other task assigned by the supervisor. The incumbent may be, at times, required to perform duties that are beyond the scope of the job description given above

Person Specifications:

- Ability to think strategically, conceptualize new ideas, digest and analyze complex information and present coherent work plan or implementation plan
- Understanding of BRAC core competencies so that program knowledge and skills can be transferred
- Conceptual understanding of how to manage effective monitoring and evaluation functions in a multicultural and multidisciplinary environment
- Possess professional attitude and diligence and able to work independently as well as work in a team
- Ability to prioritize tasks and manage time efficiently
- Proven skills in networking and relationship building
- Strong analytical and information gathering skills
- Excellent writing and facilitation skills
- Strong knowledge of IT applications and development– especially SPSS, database, and familiarity with web-based platforms and applications.
- Strong communication and representational skills
- Cultural sensitivity
- Willingness to often travel to the project site when required.

Educational Requirements:

Bachelor Degree social science or any related field

Experience Requirements:

At least 4 years' experience working in similar position. Experience working with other International NGOs will be an added advantage.

All qualified and interested applicants can submit their CVs with three referees, one of which should be your current or most recent employer/line manager along with a cover letter. Applications can be submitted to the email address below with position title on the subject line. recruitment.liberia@brac.net

Deadline: June 26, 2018

Please note that only short listed applicants will be contacted and females are strongly encouraged to apply.