Job Title: Monitoring and Evaluation Officer
Department: Program Development Unit
Location: SP-Liberia-Monrovia (frequent travel at field offices)
Reporting to: Monitoring and Evaluation Manager
Duration: One Year (September 16, 2019 – September 15, 2020)

The Monitoring and Evaluation (M&E) Officer will report to the M&E Manager and will work closely with fellow M&E Officers, Program Development Officer, Project Managers, Sector Managers and Senior Programs Managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collaborate with the M&E Manager, M&E Officers, program managers and program staff to support the development of logical framework, monitoring plans, reporting templates, data management systems, as well as help in conducting data collection and verification of data as it relates to SPRS/data management system.
- Maintain a central database, managed by the PDU to capture relevant project information (including location, beneficiaries, etc.) for past, present and future projects. Ensure that database is regularly updated with the most recent/relevant information.
- Verify and validate monthly SPRS reports and the new believers’ database information
- Assist in capacity building of program staff and M&E Officers around M&E, including trainings, workshops and one-on-one support as needed
- Contribute to and participate in project assessments and evaluations, including but not limited to building surveys in SPRS and providing support in data analysis
- Conduct random spot checks to verify completion of activities in relation to the plan for all projects
- Provide M&E technical support and guidance to program managers through site visits and monthly meetings with each manager to review logical framework, update database information and assess successes and challenges, in collaboration with M&E Manager/Senior Programs
- Efficiently Participate in regular coordination meetings with the M&E Manager and other M&E Officers
- Work to improve data use, systems, dissemination and general management
- Ensure information dissemination and coordination between Project Managers, PDU and other staff around data, lessons learned, progress, reports, etc.
- Ensure accurate reports are submitted by the SPL office to IHQ, government stakeholders and donors through reliable verification of data. (This also relates to the monthly report review/validation).
- Liaise with partners, government, donors and other stakeholders where appropriate and needed as it relates to assistance in submission of reports/updates
- Promote compliance of program activities with proposal, work plan, budget and donor rules and regulations
- Assist with other tasks in the PDU as needed
REQUIREMENTS

- Degree in social sciences, economics, statistics or other relevant field of study.
- Experience in development, monitoring, evaluation, database management, capacity-building and/or program support preferred.
- Excellent analytical, computer and communication skills.
- Positive attitude.
- Excellent problem solving, creativity and critical thinking skills.
- Good knowledge of Microsoft Word and Excel.
- Knowledge of logical frameworks and M&E tools.
- Compliance with SPL mission and below core values and competencies.

CORE VALUES AND COMPETENCIES

**Integrity**: The M&E Officer should be honest and respectful; s/he should be prepared to report any incidences of misconduct, including suspicion of theft or misuse of project resources.

**Professionalism**: Respect the employer and fellow employees at all times; hard work and motivation to excel are expected; focus on the tasks at hand with attention to detail and achievement of intended results; show pride in work and positive attitude under pressure; observe punctuality, meet deadlines and display courtesy to others; organize time and resources.

**Critical thinking**: Analytical capacity with ability to plan in advance, research as needed and take initiative; ability to evaluate and synthesize information and make decisions and recommendations accordingly; creative thinking and problem solving.

**Communication**: Speak and write clearly so that others can understand and learn; correctly interpret data and project information; concisely explain information to others, both management and field staff; ask questions for clarification; demonstrate openness and willingness to share and learn.

**Teamwork**: Collaborate extensively with project managers, project coordinators, field staff, and finance and program development unit; place the team needs above personal agenda; support group decisions; share ideas with team and accept responsibility for tasks; remain gracious with others’ shortcomings.

**Faith**: Compliance with SPL mission statement and Christian values.

**How to apply**: Send your CV/resume and cover letter to Human Resource Manager, Samaritan’s Purse Liberia, ELWA Campus, Paynesville, Monrovia, Liberia. jdayugar@samaritan.org, psavice@samaritan.org, squillah@samaritan.org. All applications must be submitted by July 19th, 2019.