

MONITORING AND EVALUATION OFFICER

Job Title	MONITORING AND EVALUATION (M&E)
Directorate	Technical
Division	LAND POLICY, PLANNING AND PROJECTS (LPPP) Division
Location	Head Office
Salary Band	4
Job Purpose	To monitor, evaluate and support the implementation of outputs of LPPPD
Main Responsibilities	<ul style="list-style-type: none"> • Supports the LPPPD's contributions to the GLSC Strategic Plan • Develop and implement Monitoring and Evaluation (M&E) framework of outputs of LPPPD ensuring adherence to standards, indicators and targets of LPPPD, Projects under implementation, and compliance with agreements such as the United Nations Convention to Combat Desertification • Prepare and execute a sustainability plan with monitoring timelines and advice on the integration of sustainability of project outputs mainstreamed into GLSC's operation • Assists with the preparation of the budget and resource needs of the LPPPD • Support the preparation of the Financial Sustainability Plan with an M&E framework • Prepares analytical reports of the implementation of land use plans, policies and projects within the framework of M&E, and advise adjustments for meeting targets and implementation schedules • Monitors the implementation of Plans and projects, using agreed targets, indicators, project activities, expenditures and progress towards achieving the project outputs • Establishes and utilizes agreed protocols, targets and indicators for the collection and analysis of M&E information • Coordinates and liaises with Project management and other GL&SC Divisions in the collection and analysis of M&E information for reporting purpose and advice adjustments for meeting targets. • Identifies and reports on implementation of policy, laws and regulations, and planning issues emerging from results of M&E • Supports other GL&SC Divisions on a request basis • Provides Projects implementation support and to United Nations Convention to Combat Desertification activities • Provide support for the preparation of the communication strategy, and development of M&E for outputs of the SLDM Project in collaboration with GLSC and FAO

	<ul style="list-style-type: none"> • Ensure visibility of the project name and other information for the tagging of all project assets • Any other relevant duties as requested by the Commissioner, Head and Senior Land Use Planner
Working and Reporting Relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Senior Land Use Planner, LPPPD <p>Working relationships (internal):</p> <ul style="list-style-type: none"> • All LPPP Staff, Managers, Seniors and other Staff of GLSC
Person Specifications	<p>Qualifications:</p> <ul style="list-style-type: none"> • A minimum of a diploma in Public Management, Business Administration or higher or a related field <p>Experience:</p> <ul style="list-style-type: none"> • Relevant and proven experience in monitoring and evaluation for at least one (1) year <p>Other skills and knowledge requirements:</p> <ul style="list-style-type: none"> • Knowledge of the functions of the operations of GL&SC • An advanced level of establishing M&E systems and using indicators for monitoring and evaluation • An understanding of the inter-sectoral dimensions of M&E within GLSC • Must have some knowledge and skills in integration of diverse data and ideas • Problem solving, planning and organizing skills • Ability to prepare and present concise reports • Keeps up to date with latest approaches and methodologies • Must be computer literate <p>Personal characteristics:</p> <ul style="list-style-type: none"> • Results oriented • Organisational and interpersonal skills • Initiative to support continuous performance improvement • Determination to achieve objectives under pressure, within challenging resource constraints and competing priorities • He/she must respect confidentiality and must be a person of utmost integrity

Resources	This role has the responsibility for stewardship and effective management of some equipment for field based activities
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