

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Monitoring and Evaluation Manager Fortified Learning Environment Unit (FLEU)
SALARY	Rs 61,750 per month plus salary compensation at approved rates
TRAVELLING ALLOWANCE:	Rs 16,000 monthly
PHONE ALLOWANCE	Rs 1,600 monthly
DURATION OF CONTRACT	Five years Contract
QUALIFICATIONS/EXPERIENCE/SKILLS	<p>Candidates should possess:</p> <ul style="list-style-type: none">• A Degree in Management or equivalent qualification acceptable to the Council.• A Post graduate qualification will be an advantage.• 5 years' experience in project monitoring, evaluation and reporting,• Proven ability to implement and manage an MIS.• Excellent competencies in Excel.• Good ICT skills.• Excellent communication skills (written and oral).• Ability to work in team and be result oriented.
DUTIES & RESPONSIBILITIES:	<ol style="list-style-type: none">1. Develop and maintain a Management Information System (MIS) for the collection and analysis of data to keep track of all project activities, results and lessons learned.2. Develop and implement a sound monitoring and evaluation framework, mechanisms, systems and processes for data collection and analysis, output, outcomes and impact indicators.3. Ensure effectiveness and efficiency of the system in relation to measurement of progress of inputs, project implementation, schedules, KPIs, infrastructures and services.

	<ol style="list-style-type: none"> 4. Maintain the data collection and information system up to date. 5. Prepare regular periodic reports, including statistics (monthly, quarterly, and annually) on project progress. 6. Oversee, monitor and evaluate project activities on a regular basis to assess the impact of the FLE project on beneficiaries. 7. Assist in defining monitoring and evaluation requirements at the different levels of FLE project implementation. 8. Coordinate the M&E and reporting across the FLE Clusters and continuum to ensure consistency in the MIS. 9. Make recommendations and/ or provide technical inputs on monitoring and evaluation parameters to improve the project framework (planning, programming, and implementation of the FLE project). 10. Conduct analysis of data, documents and findings from monitoring activities and submit reports to the FLE Director. 11. Provide feedback on progress in relation to project strategies and activities to the Managers. 12. Document and share best practices and lessons learned from the project internally and externally. 13. Conduct orientation on the M&E. 14. Assist and participate in the preparation & organisation of extracurricular activities especially during school holidays for the development of learners. 15. Perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the roles ascribed to him/her.
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