

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Programme Manager Monitoring & Evaluation	1.2 Department/Project: Core	
1.3 Category/Grade: Management - 3	1.4 Duty Station: Islamabad with frequent travel to the programme areas across Pakistan	
1.5 Reporting to: Chief Operating Officer (COO), RSPN		
2.0 Job Responsibilities		
<ul style="list-style-type: none"> i) Regularly review, refine, and update RSPN's Monitoring & Evaluation (M&E) manual, ensuring its effective implementation. ii) Manage RSPN's M&E function in accordance with the organisation's M&E manual. iii) Prepare and update RSPN's strategic results matrix and present the annual strategic performance report to the RSPN BOD Strategy Committee. iv) Provide support to project monitoring and Evaluation Officer(s)/Manager(s)/Coordinator(s) to prepare and implement Project Monitoring Plans/Frameworks. v) Review and share project monitoring reports with project/programme implementation teams and relevant stakeholders. vi) Documenting and sharing lessons learnt from M&E activities of RSPN projects/programmes with relevant stakeholders. vii) Participate in the monthly/quarterly and other periodic management and performance review meetings. viii) Coordinate the annual planning formulation process of RSPN Core and track performance monthly against the approved annual workplan and budget. ix) Take a lead on operationalisation of RSPN core MIS for efficient and effective project/programme management. x) Liaise with Rural Support Programmes (RSPs) M&E sections to collect & collate information needed for the preparation of quarterly Social Mobilisation outreach publication, annual report, strategic results matrix and strategic performance report. xi) Take a lead on RSPs M&E resource group meetings and gather lessons for sharing to improve and refine programmes, project and strategies. xii) Prepare terms of reference, assist and coordinate internal and external assessments and evaluations of RSPN projects and programmes. xiii) Perform any other official assignment given by Supervisor or Chief Executive Officer. 		
3.0 Required Qualifications, Experience and Skills		
<p>3.1 Education: Minimum Master's degree in a development-related field (i.e. Economics, Statistics, Development Studies or Public Administration) from a recognized and reputable University. Note: 4-year Bachelor (Hons) degree after 12-year schooling will be considered equivalent to Masters' degree.</p>		
<p>3.2 Experience: Minimum of seven (10) years directly applicable experience in providing management advisory services, hands-on experience in design of monitoring and evaluation tools at the systemic level in development contexts.</p>		
<p>3.3 Skills:</p> <ul style="list-style-type: none"> - Strong skills in development and operationalisation of monitoring and evaluation frameworks for large multi-sectoral development programmes. - Proven experience with statistical applications and data analysis; familiarity with both qualitative and quantitative information analysis tools. - Excellent interpersonal, consensus building and negotiating skills. - Fluency in both written and spoken English. 		