

## Ministry of Planning, Investment and Economic Development (MoPIED)

### National Directorate of M&E

S/No	Job Title	M&E Officer
1	Department	MOPIED Directorate of M&E
2	Assignment Location	Ministry of Planning, Investment and Economic Development (MoPIED)
4	Reporting To	Monitoring and Evaluation Section
5	Supervisory Responsibility	None
6	Job Purpose	M&E officer will closely work with the directorate of M&E, support the NDP M&E framework operationalization.
7	Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Preparation of necessary M&amp;E forms and format to capture necessary data and information from the field.</li> <li>• Design they require database for data Entry &amp; keep track of filing documents</li> <li>• Being responsible to collect, compile, check, sort and analysis qualitative and quantitative data about on going</li> <li>• Field activities according to the reporting guidelines at provincial level.</li> <li>• Working closely with M&amp;E Section Heads, assess performance of the Reporting and M&amp;E Systems.</li> <li>• Development of appropriate and sufficient monitoring and reporting tools for the programme.</li> <li>• Develop and implement M&amp;E plan of project to generate regular information related to progress of the project.</li> <li>• Develop common indicators for data collection, design data collection tools/ templates, and assist for regular data collection/generation process.</li> <li>• Provide technical support to project staff on implementing M&amp;E plan and logical framework.</li> <li>• Liaise with project management to collect and analyze data and to determine progress achieved.</li> </ul>

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		<ul style="list-style-type: none"><li>• Support the NDP M&amp;E framework, NDP indicator matrix, M&amp;E plan</li></ul> <p><b>Key Deliverables</b></p> <ul style="list-style-type: none"><li>• Update and maintenance of monitoring and evaluation activities regularly.</li><li>• Receive on time reports from the field and communicate the reports in the designed format with Federal line ministries and FMS M&amp;E units and to relevant government organization.</li><li>• Conduct regular field visits and provide full feedback to field staff on the reporting</li><li>• Assisting in the design of a comprehensive reporting system across the programme.</li><li>• Provision of inputs in the development of the overall monitoring and reporting system of the program as per programme log-frame.</li><li>• Perform other duties as may be required and assigned by the higher authority.</li></ul>
8	Education	<ul style="list-style-type: none"><li>• Advanced degree in Project Management, Monitoring and Evaluation, International Development or any related field.</li><li>• Fluency in English and Somali</li></ul>
9	Experience	<ul style="list-style-type: none"><li>• 2-3 years of Experience in Public administration.</li><li>• Demonstrated experience in working with MS Word and MS Excel, MS PowerPoint</li><li>• Extensive experience in leading capacity building programs</li><li>• Extensive experience in developing training modules and guidelines</li><li>• Sound mentoring and coaching skills with ability to motivate others to do work.</li></ul>

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10	Skill Requirements	<ul style="list-style-type: none"><li>• Strong presentation skills</li><li>• Strong interpersonal skills</li><li>• Excellent communication skill in both English and Somali</li><li>• Analytical skills</li><li>• Presentation skills</li><li>• Knowledge of Excel</li><li>• Ability to work independently and as part of a team.</li></ul>
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**How to APPLY:**

**Confidential applications can be addressed to Mr. Abdirahman Abdullahi, Human Resources Director, Ministry of Planning, Investment and Economic Development, E-mail [hr.mopied@gmail.com](mailto:hr.mopied@gmail.com) with cc to [jimaaleahmed10@gmail.com](mailto:jimaaleahmed10@gmail.com) only a Cover Letter and Curriculum vitae (CV) in MS Word .doc or. docx format must be delivered, by 1500 hours of 21<sup>st</sup>, August, 2017. Applications addressed exclusively to one of the above email addresses would not be considered.**

**Applications not including all the above information will not be reviewed.**

**Only short listed candidates will be contacted**