

SIERRA LEONE CIVIL SERVICE

JOB DESCRIPTION

Monitoring and Evaluation Officer

JOB DETAILS

Job Title: Monitoring and Evaluation Officer

Supervisor/Manager Title: Senior Monitoring and Evaluation Officer

MDA: Ministry of Agriculture and Forestry

Unit/Division/Directorate: Planning, Evaluation, Monitoring and Statistics Directorate

Grade: 7

Job Summary

The jobholder is responsible to assist in monitoring and evaluation of agricultural activities, projects and programmes to enhance effectiveness and efficiency in the implementation and delivery.

Key Duties

Duty/responsibility	Estimated Percentage of time (%)
Participate in the implementation of M&E systems to ensure effectiveness and efficiency in the programmes and projects of government.	50%
Participate in baseline surveys of monitoring and evaluation exercise for various development programmes and initiative in the Ministry.	5%
Assist with the preparation of programme and project progress report for the consideration of management and other stakeholders in accordance with approved reporting format.	35%
Analyse report for impact evaluation and identify the causes of potential bottle necks in programme or project implementation.	10%

Occasional duties

The jobholder may be required to:

- Attend meetings, workshops, seminars, trainings, etc.
- Perform any other duty assigned

Judgement and Decision-Making

The role holder may recommend changes to operational processes.

Educational Requirements

A minimum of a Bachelor's Degree in Economics, Statistics, Mathematics or related discipline from a recognized University

Related Job Experience

Entry Level

Competencies/skills

- Good knowledge of monitoring and evaluation techniques and practices;
- Ability to perform a variety of conceptual analyses required for the evaluation of activities;
- Excellent analytical skills;
- Ability to work in diversified environments and deal with people with tact and diplomacy;
- Excellent oral and written communication skills;
- Computer skills;
- Planning and organising skills;
- Detail orientation;
- Interpersonal skills.

Work environment

The role is mostly office-based with minor hazards, moderate exposure to physical activities such as prolonged use of Visual Display Units (VDUs), and minor disruption to leisure.

