



JOB DESCRIPTION

A.POSITION INFORMATION	
Job Title	Specialist: – Programme Monitoring and Evaluation
Job Grade	
Job Holder	
Department	Strategy Support
Division	Chief Executive Officer (CEO) Office
Review / Update Date	

B. JOB PURPOSE
Facilitate BEDCO’s strategy formulation process, projects planning and coordinate the operational monitoring and evaluation service activities.

Main Performance Areas	Main tasks top achieve the outputs
1.Effective Functional Support:	<ul style="list-style-type: none"> • Prepare the Annual M&E Plan for the Department in line with the Strategic Plan and Indicators. • Liaise with other officers in the Department to coordinate the collection of monitoring and evaluation data.
2. Monitoring and Evaluation Framework Implementation Management Functions:	<ul style="list-style-type: none"> • Assist in the best practices to design, implement and review of Planning process, Monitoring and Evaluation framework for the coordinated design, planning, management and monitoring of programmes/projects for identified priority areas. • Develop plans and appropriate tools for monitoring and evaluation to provide appropriate information on the Corporation’s interventions • Capture and update monitoring and evaluation database. • Contribute to the development and implementation of performance monitoring and evaluation strategies. • Assist in the revision of performance indicators and ensures that all targets are well defined. • Conduct evaluation studies of projects/programmes. • Prepare and keeps all the monitoring and evaluation reports for guidance in the development of the Corporation’s strategies • Disseminate M & E findings to relevant departments for appropriate action. • Participate in the performance monitoring of the departments to ensure implementation of planned activities.

	<ul style="list-style-type: none"> Assist with the design, facilitation and coordination of information sharing sessions on planning, monitoring and evaluation related issues.
3. Departmental Reporting:	<ul style="list-style-type: none"> Prepare and submit the M&E Reports. Support the internal collation of planning, monitoring and evaluation data.
Focus Allocation	
<p>60% focus on facilitating internal planning process, monitoring and evaluation information.</p> <p>40% focus on external support stakeholders to coordinate monitoring and evaluation activities.</p>	

C. JOB SPECIFICATIONS	
Minimum educational qualification:	Degree in Business Administration, Economics, Statistics or related field.
Minimum experience required:	3 years' working experience in planning, monitoring and evaluation professional environment.
Competencies:	<ul style="list-style-type: none"> Planning and Organising: ability to plan, organise and execute functions with less supervision. Legal Drafting Skills: A strong background in legal drafting and experience Analytical: Ability to work with complex information, data and provide analytics and predictive scenarios that drive action and decision-making. Stakeholder Management: Ability to support and create an inclusive and supportive working relationship and environment for both internal and external stakeholders. Risk Management: Ability to identify, investigate, analyse, and measure operational risks early and develop interventions to manage/mitigate them. Effective Communication: Ability to communicate clearly and effectively through both written and spoken communication.

D. JOB SIGN-OFF			
Compiled by		Date	
Updated by		Date	
Responsible Manager	Head Strategy, Monitoring and Evaluation & Risk	Date	
Job-incumbent		Date	
Next Level Manager		Date	
HR Manager		Date	