



Government of the Republic of Trinidad and Tobago

Ministry of Trade and Industry

Job Description

MONITORING AND EVALUATION COORDINATOR

JOB SUMMARY

The incumbent is required to direct or assist in directing, coordinate/oversee and guide the overall Monitoring and Evaluation (M&E) system for the Ministry/Department/Agency in alignment with the national Monitoring and Evaluation system. He/she is required to manage, independently or under the guidance of a Director (dependent on Ministry/Department/Agency to which assigned), a group of professionals responsible for the M&E portfolio. Duties include: ensuring that data is of high quality; collected in a timely manner; is appropriately analysed; and is consistently measured and used within the context of the Strategic and Business Plans of the Ministry/Department/Agency. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

DUTIES AND RESPONSIBILITIES

- Directs or assists in directing and coordinates the activities of professional and support staff performing M&E duties.
- Leads the development and implementation of M&E systems for the Ministry/Department/Agency, including designing frameworks and procedures for monitoring and evaluation; provides training in M&E techniques to staff of the Division/Unit in accordance with the national performance framework.
- Manages and coordinates/assists in the management and coordination of the day to day operations of the Monitoring and Evaluation (M&E) Division/Unit of the Ministry/Department/Agency.
- Monitors the performance of M&E staff to ensure that all data such as performance indicators, targets and baselines are fed into the M&E system of the Ministry/Department/Agency and prepares reports on M&E findings that are compatible with the requirements of the national performance framework.
- Coordinates/assists in the coordination of the revision of programmes and projects with key stakeholders to ensure an updated and shared understanding of the strategy and information needs of the Ministry/Department/Agency.
- Monitors and evaluates programmes and projects within the Ministry/Department/Agency and special operating agencies under the purview of the Ministry/Department/Agency.
- Identifies and designs performance questions, key indicators and targets for each project/programme component.
- Prepares analytical reports on progress of projects/programmes undertaken including indications of planned actions and financial statements to the relevant bodies.

- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Reviews and analyses evaluation reports to enable informed decision making.
- Monitors the development and execution of policies, projects and programmes to ensure alignment with the vision and strategies of the Ministry/Department/Agency.
- Reviews the performance of Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) projects of the Ministry/Department/Agency.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Trains/assists in training technical staff on M&E best practices and ensures compliance with established policies and procedures.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Considerable knowledge of management principles and practices.
- Considerable knowledge and understanding of governance theories and practices, including methods of implementation..
- Considerable knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the principles and methods involved in strategic planning, project management and public management systems.
- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.

MONITORING AND EVALUATION COORDINATOR

KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

- Ability to develop the overall framework for project Monitoring and Evaluation.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING

- Minimum of six (6) years' experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of three (3) years' experience in supervising a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.