The Office of Disaster Preparedness & Emergency Management (ODPEM) is seeking to fill the position of:

MONITORING & EVALUATION OFFICER (1 YEAR)

Salary: $2,092,815.00 per annum

Reporting to the Senior Director, Project Implementation the Monitoring and Evaluation Officer will be responsible for the development, coordination, implementation, monitoring and evaluation of the disaster preparedness and disaster response projects of the disaster management organization. The incumbent will also be responsible for developing quality proposals to multi-lateral/bilateral organizations to realize funding for disaster risk management programs.

CORE RESPONSIBILITIES

- Evaluation framework and required reports as specified.
- Conduct research activities as appropriate to support effective and efficient program implementation.
- Coordinate and lead rapid need assessments as necessary including coordination with other agencies and prompt analysis and dissemination of findings.
- Prepares issues log and risk log for all projects.
- Develops concept notes/proposals based on the findings of monitoring and evaluation of projects.

KNOWLEDGE/SKILLS/COMPETENCIES

- Strong demonstrated ability in evidence-based research and planning, analytical and strategic thinking;
- Knowledge in conducting research using qualitative and quantitative research methods;
- Working knowledge of statistical software
- Working knowledge of PLA and other participatory research methodologies;
- Working knowledge of triangulated qualitative and quantitative research methodologies;
- Proficiency in Microsoft Word, Excel, and Access.
- The ability to work as part of a team;
• Good written and verbal communication skills;
• Must exhibit proven qualities of leadership.

QUALIFICATIONS & EXPERIENCE

▪ MSc. degree in, policy research, development studies, social policy, sociology, economics, public administration or a related field;
▪ Specialized training in Monitoring and Evaluation;
▪ Training in Project Management
▪ At least (5) years experience in monitoring and evaluating projects;
▪ Experience in the field of Disaster Risk Reduction (DRR) would be an advantage;

Please apply in writing along with a detailed resume no later than September 19, 2014

Should you require more information, please contact:-

Director Human Resource Management
Office of Disaster Preparedness & Emergency Management
2-4 Haining Road
Kingston 5