

Ref #: BO 1/M&E (R) (C)



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Programme Director, Monitoring and Evaluation

JOB SUMMARY:

The incumbent is required to lead, direct and coordinate the overall implementation, management, monitoring and evaluation of all programmes and projects across all sectors in the Public Service related to the National Development Agenda. Duties include: leading the activities of a group of professionals responsible for the Monitoring and Evaluation (M&E) function; establishing and maintaining the national performance monitoring and evaluation framework, liaising with relevant stakeholders in developing priority projects and providing expert advice on the review/re-engineering of public services within the context of Public Service management systems. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Permanent Secretary or Head of Department/Agency or other designated officer

SUPERVISION GIVEN TO:

**Programme Coordinator, Monitoring and Evaluation (direct)
Monitoring and Evaluation professional and support staff of the
Division/Unit**

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the activities of the professional and support staff of the Monitoring and Evaluation Division/Unit.
- Establishes and manages a performance monitoring and evaluation framework with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources as well as reporting formats and frequency, for effective monitoring, reporting and updating of the progress of programmes and projects in Ministries/Departments/Agencies.
- Oversees the development and maintenance of an electronic management information system with performance indicators and targets embedded in the system for implementation and tracking;
- Develops and manages mechanisms to increase cooperation and guides Ministries/Departments/Agencies in developing programmes, projects and sector-wide work plans and an overall monitoring and evaluation framework.

- Provides expert advice on the review/re-engineering of the public service within the context of the integrated public management system. .
- Develops initiatives and strategies to address difficulties in coordinating M&E actions and to institutionalize the use of M&E practices among different institutions and agencies.
- Collaborates with the core units of the Central Agency involved in policy planning.
- Liaises with stakeholders in the development of an integrated process and technical standards for programme and project monitoring and evaluation at the macro and sectoral levels.
- Collaborates with stakeholders to facilitate the development of a system for prioritizing and selecting programmes and projects and allocating Government expenditure, consistent with the National Development Agenda and in line with the integrated public management system.
- Advances policy reform (across the board) functions such as financial management, procurement, record keeping and information management.
- Leads analysis of data collected in respect of the national indicator system under the monitoring and evaluation framework in order to assess progress and areas for improvement.
- Oversees the conduct of mid-term and post-project evaluations and the preparation of periodic progress reports on projects in collaboration with relevant stakeholders.
- Oversees and directs the conduct of monitoring and evaluation capacity building activities across the public sector, including building technical capacity of teams.
- Provides analysis of best practices and lessons learned to national, regional and international stakeholders.
- Represents the Central Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Central Agency.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.
- Extensive knowledge of Logic Models/Results Chains and results based planning.
- Extensive knowledge of management principles and practices.
- Extensive knowledge of governance theories and practices, including methods of implementation.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the organisational structures and systems of the public service.
- Knowledge of the principles and practices involved in strategic planning, programme management and public management systems.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate professional and other support staff engaged in monitoring and evaluation activities.
- 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 ten (10) years' experience performing duties related to policy development, planning, project management, research and monitoring and evaluation, including a minimum of five (5) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Master's degree in one of the Social Sciences, such as Public Sector Management, Project Management, Public Policy or in a related field from a recognised University.
OR
- Minimum of twelve (12) years' experience performing duties related to policy development, planning, project management, research and monitoring and evaluation, including a minimum of five (5) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- 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.