

JOB ANNOUNCEMENT

Monitoring and Evaluation Officer

(Project Based)

GENERAL RESPONSIBILITY:

Reporting directly to the Advocacy Program Coordinator, the Monitoring and Evaluation Officer will conduct all monitoring and evaluation activities of the Advocacy and Capacity Building Team and SFI ; and will take part in the development/enhancement of monitoring and evaluation systems at the program and organizational level.

This is an office-based position in Manila but with periodical assignments in Puerto Galera, Oriental Mindoro. There may be travelling involved to visit Break the Silence National Network partners in other provinces.

CHARACTERISTICS of the JOB:

- Reviews, develops and sets up systems for data collection for the ACP and for SFI, including the necessary tools
- Organizes and facilitates learning sessions among staff relative to the data collection tools and system/s
- Analyses collected data through the monitoring process
- Prepares and submits data collection report
- Provides recommendations based on data analysis and provides timely and accurate feedback
- Coordinates internal and external project evaluations
- Participates in organizational and program planning
- Works closely with the Advocacy Program Coordinator and with the ACP Team
- Observes all organizational policies and procedures and abides by our Child Protection Policy at all times
- Fulfills any other duties deemed necessary as assigned by the Advocacy Program Coordinator and/or Executive Director

QUALIFICATION REQUIREMENTS:

- A graduate of Social Sciences, preferably Social Work, Community Development, Political Science, Sociology, Psychology, Development Studies/Communication.
- Has at least 2 years of experience in social development work in a child-focused NGO setting.
- Able to supervise oneself and deliver outputs without direct supervision.

COMPETENCIES:

- Has passion and commitment to development and child rights
- Is self-motivated, responsible, honest, trustworthy, creative and a team-player
- Is open for constructive criticisms, is flexible and can adapt to change
- Is motivated for quality and system improvements

Stairway Foundation maintains a child protection policy, of which, all successful candidates must abide by.

Salary and benefits will depend on the successful candidate's qualifications and, range and depth of experience.

APPLICATION:

You may send your letter of intent and resume with references of your works through: admin@stairway.ngo

and address the letter to: Mr. Lars C. Jorgensen, Executive Director

Deadline for sending the application is on: April 12, 2019.



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera
contact: +63 917 8431922, admin@stairway.ngo

