

**Terms of Agreement
For
Project M&E Officer
Program for the Protection of Public Resources
Parliamentary Election 2015**

Nature of the Job

The Project M&E Officer will be the main focal point overseeing the monitoring and evaluations aspects of the project titled *Ensuring Electoral Integrity in the Electoral Process through Independent Election Observation and Remedial Action*. This includes monitoring the progress of implementation, suggesting corrective measures, generating reports, organizing review meetings, tracking results, outputs, and outcomes and facilitating evaluations. The Project M&E Officer will directly report to the Project Manager and work closely with the program officers overseeing the work of TISL, CaFFE and PAFFREL. The position carries a fixed term contract for 18 months.

Specific Responsibilities

- Ensure the completion of all activities outlined in the proposal in a timely manner and according to the expected standards and quality by all three organizations.
- Conduct regular visits to the field and other locations for monitoring purposes.
- Compile success stories, best practices and lessons learnt for monitoring purposes.
- Track the achievement of results and outcomes as per the log frame analysis.
- Generate donor reports with the support and cooperation of assigned officers of TISL, PAFFREL and CaFFE.
- Organize periodic reviews and end of the project evaluation with the participation of an external evaluator.

Other Responsibilities

- Represent the organization in meetings and other fora
- Participate as a resource person in external and internal training and workshops
- Identify and evaluate risks to the organization, its partners, property, finance, goodwill and image and assist the Management committee and the Board of Directors to implement measure to control such risks

- Assist the TISL Management in special events organized by TISL or its Divisions and fund raising plans
- Carry out any other work assigned by the Executive Director or Management.

Competencies

- Bachelor's degree in Social Sciences, Law or Human Rights from a recognized University.
- At least 3 years of experience in engaging in work related monitoring and evaluation and results based reporting.
- Ability to draft reports, possess good presentation and communication skills and good at multi-tasking
- Team spirit and the ability to work in a team environment but with minimum supervision.