



## Job Description

Rights Respected, People protected

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Position:	Monitoring & Evaluation Officer
Reports to:	Area Manager - Area South
Technical management by:	M&E Manager
Supervision of:	N/A
Duty station:	Kerman
Travel:	50% for field travel within Area South
Project number:	IRFP0000
Duration and type of contract:	Until the end of 2019 with possibility of extension

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All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

### 1. Role and responsibilities

The overall purpose of the Monitoring and Evaluation (M&E) Officer position is day-to-day implementation of M&E activities to support NRC's projects in Iran.

#### Generic responsibilities

- Ensure adherence with NRC policies, tools, handbooks and guidelines;
- Implement M&E activities according to M&E Strategy and M&E Annual Plan;
- Manage key M&E processes in support of programme team;
- Ensure proper filing of M&E evidence and documents;
- Ensure that projects target beneficiaries most in need, and contribute to exploring and assessing new and better ways to assist;
- Promote and share ideas for technical improvement;
- Promote internal learning to help improve NRC projects;
- Promote NRC accountability to beneficiaries.
- Promote the rights of refugees in line with advocacy strategy

#### Specific responsibilities

For projects in Area South, the M&E Officer will be responsible for:

- Gathering **output and outcome data** from the programme team and entering it into the Global Output and Outcome Reporting System (GORS) on a monthly basis, preparing pivot tables and dashboards based on data.
- Updating key M&E tools: **M&E/Project Matrice, M&E Plan** on a monthly basis, and briefing Area Managers on progress prior to **Project Cycle Management** meetings (Grant Opening Meetings (GOMs), PRMs, Grant Closure Meetings (GCMs), etc.);
- Conducting regular **field monitoring missions, field-based and phone-based outcome data capture** both with and without programme team, providing reports to Area Manager, M&E Manager and Head of Programme and Specialists as required, Contribute to reports and learning sessions based on outcome monitoring
- Contributing to **needs assessments** and **data analysis** as determined by programme team;

- Lead the development and reporting on **country-wide outcome monitoring** in specific sectors: development of methodologies and tools, cleaning and validation the data, analysis, reporting and presentation of results.

### Critical interfaces

Relevant interfaces for this position are:

- Area Manager
- M&E Coordinator, M&E Manager
- All Core Competency staff and specialists;
- Information Management Officer (for interaction with the database)

### Scale and scope of position

Staff:	The M&E Officer has no subordinates, except in the case of fieldwork where he/she will supervise temporary field staff for data gathering.
Stakeholders:	The M&E Officer must liaise with a number of external stakeholders: UN agencies, INGOs, local NGOs, civil society, governmental bodies and donors.
Budgets:	The M&E Officer will be responsible for delivering fieldwork according to budgets set by Area Manager in collaboration with the M&E Manager.
Information:	The M&E Officer is responsible for entering area-level data into GORS and working with the beneficiary database.
Legal or compliance:	No specific legal or compliance requirements associated with this role.

## 2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies:**

- Experience from working in an M&E role in a humanitarian/recovery/development context;
- Previous experience from working in complex and volatile contexts;
- Documented results related to the position's responsibilities;
- Fluent English and Farsi;
- Advanced level in all common MS Office applications (Word, Excel, PowerPoint);
- Experience working with refugee contexts is a plus.

#### **Context/ Specific skills, knowledge and experience:**

- Strong knowledge of typical M&E activities (Logframes, quantitative and qualitative methodologies, sampling, quantitative and qualitative analytical approaches, etc.);



- Strong knowledge of humanitarian and/or development M&E frameworks and standards (OECD DAC, SPHERE, INEE, etc.);
- Knowledge of data collection software e.g., KoBo;
- Knowledge of analytical software e.g., SPSS;
- Knowledge of GIS software e.g., ArcGIS or QGIS is a plus.

## 2. Behavioural competencies

These personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Planning and delivering results;
- Empowering and building trust;
- Communicating with impact and respect;
- Handling insecure environments.

## **3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description;
- The Work and Development Plan;
- The Mid-term/End-of-trial Period Performance Review Template;
- The End-term Performance Review Template;
- The NRC Competency Framework.

Interested candidate should apply through the following link latest by April 13,2019:

[www.nrc.no/vacancies](http://www.nrc.no/vacancies) select Iran under Location window and submit their application in to the Webcruiter.