**Heifer International**

**Non-US Job Description**

**25 July 2023**

# Job Title: Program Officer - Planning Monitoring & Evaluation (PME)

Position Number: TBD

New or Refill: New

Core position: **[ ]  Yes [x]  No**

Salary Grade: 3

Division/Dept.: **Programs/Asia**

Dept. #/Subproject WO: TBD

Reports to: TBD

Supervisor POSNO: 222243

Supervisor RESNO/Name: 123055

Supervision: **Employees [ ]  Yes [x]  No | Volunteers [ ]  Yes [x]  No**

Location: Nepal Country Office, Lalitpur Nepal

Relocation Funds: Non-Negotiable

Travel Required: Minimum 50% Annually

**Heifer International is an equal opportunity employer.  All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with some form of specially-abled.**

# FUNCTION:

The Program Officer- PME is responsible for project sub-award planning, budgeting, revision, field monitoring, reporting, documentation, working in close coordination with the program field team. The Officer’s key roles are to strengthen the MEL system through operationalization of the MEL plan developed during the project planning phase and to enhance capacity building of partner NGOs. S/he will largely focus on the preparation of periodic reports, communication with government authorities and donors, engage on routine data quality assessment, and ensure project compliance. This position requires more than 50% field work for ensuring the quality of reported data/figures and process monitoring.

**RESPONSIBILITIES AND DELIVERABLES: (including approximate percentage effort)**

**Support MELS and Program in scaling up program impact (50%)**

* Actively participate in the program/project planning and budgeting processes for improved program/project quality.
* Coordinate with the field team for smooth implementation of the project MEL plan.
* Ensure operationalization of a PME reporting portal for output monitoring data.
* Ensure that implementation of field activities adheres to Heifer’s monitoring and evaluation system.
	+ Build the capacity of Heifer’s field staff and project partners for progress tracking, reporting, documentation, and field monitoring.

**Project Planning (20%)**

* Coordinate the preparation of sub-award project budgets, letters of agreement, project proposals and revisions and communicate to field staff regarding sub-award planning related tasks.
* Prepare Project Implementation Plan and budget at the sub-project level.
* Coordinate the preparation of project implementation manuals and SOP as required.

**Reporting and Documentation (20%)**

* Coordinate with implementing partners/cooperatives for regular data submission and ensure the quality of the data through random verifications and validations.
* Prepare periodic reports and communicate with field teams on the decision-making process.
* Provide technical support for evidence-based documentation.
* Record and manage quantitative and qualitative data in a safe and accessible way.
* Collect and prepare case stories of project beneficiaries.
* Prepare YTD project outputs and financial expenditure reports and communicate with the field.

**Contribute to overall program effectiveness (10%)**

* Work collaboratively with different programs for strengthening integration and cross-learning related activities.
* Proactively volunteer for various team activities.
* Liaison with Social Welfare Council, local and provincial governments, and other stakeholders.
* Support other departments in dealing with any other tasks as required.

**QUALIFICATIONS AND SKILLS:**

* Bachelor’s degree in Development Studies, Business Administration, Economics or any other social science related field is required plus a minimum of three (3) years of relevant experience in INGOs/donor organizations; Master’s degree is preferred.
* Knowledge and understanding of project monitoring and evaluation.
* Understanding of current M&E trends and especially M&E systems in development organizations.
* Excellent computer knowledge with command of MS Excel, SPSS, STATA or any data management and analysis software.

**ESSENTIAL COMPETENCIES:**

* Ability to prepare and present documents in a well-designed and attractive format with superior attention to detail.
* Good team player with the ability to train and work cooperatively with a diverse staff, including field staff in several locations.
* Ability to work with sensitive information and maintain confidentiality.
* Ability to perform multiple tasks with minimal supervision.
* Willingness to work with a flexible schedule.
* Willingness to extensively travel to rural areas.
* Able to effectively promote Heifer’s mission values, and objectives.
* Sensitivity in working with multiple cultures and beliefs, and to gender equity.